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NRC Comprehensive Records Disposition Schedule

U.S. Nuclear Regulatory Commission

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Although the listing that follows represents the majority of documents cited in NRC publications, it is not intended to be exhaustive.

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NRC Comprehensive Records Disposition Schedule

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Washington, D.C. 20555

I

FOREWORD

In compliance with statutory requirements set forth in Title 44 U.S. Code, "Public Printing and Documents," and in the applicable regulations cited in Title 41 Code of Federal Regulations, "Public Contracts and Property Management," Chapter 101, Subchapter B, "Archives and Records," the U.S. Nuclear Regulatory Commission submitted to the General Services Administration, National Archives and Records Services and to the Comptroller General a schedule (commonly referred to as a disposition or retention schedule) proposing the appropriate duration of retention and the final disposition for records created or maintained by the NRC.

On April 21, 1981, the General Accounting Office approved the schedules as proposed by NRC. On December 9, 1981, after conducting an examination of the submitted schedules, the Archivist of the United States approved the NRC's Comprehensive Records Disposition Schedule as published herein.

Effective January 1, 1982, NRC will institute records retention and disposal practices in accordance with the approved Comprehensive Records Disposition Schedule (CRDS). CRDS is comprised of NRC Schedules (NRCS) 1-4 which apply to the agency's program or substantive records and General Records Schedules (GRS) 1-22 which apply to housekeeping or facilitative records.

NRCS-I applies to records common to all or most NRC offices; NRCS-II applies to program records as found in the various offices of the Commission, Atomic Safety and Licensing Board Panel, and the Atomic Safety and Licensing Appeal Panel; NRCS-III applies to records accumulated by the Advisory Committee on Reactor Safeguards; and NRCS-IV applies to records accumulated in the various NRC offices under the Executive Director for Operations.

The schedules are assembled functionally/organizationally to facilitate their use. Preceding the records descriptions and disposition instructions for both NRCS and GRS, there are brief statements on the organizational units which accumulate the records in each functional area, and other information regarding the schedules' applicability.

Applicable procedures for the disposal or retirement of NRC records are issued by the U.S. Nuclear Regulatory Commission, Office of Administration, Division of Technical Information and Document Control, Document Management Branch, Washington, D.C. 20555. Comments or questions regarding the Comprehensive Records Disposition Schedule or its application may be directed to the Chief, Document Management Branch.

This publication has been issued in a loose leaf notebook format to facilitate updating. Amendments or additions will be issued as page revisions.

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NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
PART 1.	OFFICE GENERAL ADMINISTRATIVE FILES	
1.	Records Retirement Lists	
	Copies of documents created in retiring files to Federal Archives and Records Centers or similar records storage areas. Included are Standard Forms 135 or similar lists, and related papers.	Retain in active files until all records listed thereon have been destroyed, maintain list in headquarters for permanent reference.
2.	Suspense Files	
	Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received should be traced on a given date; or a transitory paper being held for reference which may be destroyed on a given date. Examples of papers in suspense files are:	
	a) A note or other reminder to submit a report or to take some other action.	Destroy after action is taken.
	b) The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw papers when reply is received. If suspense copy is an extra copy, destroy it; if it is the file copy, incorporate it with other papers for file.
	c) Papers which may be destroyed in 30 days or less as being without further value.	Destroy on date under which suspended.
3.	Transitory Files	
	Papers of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below:	Destroy when 90 days old or sooner if purpose has been served.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a) Requests for Information or Publications Routine requests for information or publications which require no administrative action, no policy decisions, and no special compilations or research for reply, such as requests for publications or other printed material.	
	b) Letters of Transmittal Letters of transmittal that do not add any information to that contained in the transmittal material.	
	c) Quasi-Official Notices Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.	
4.	Office Organization Reference Files Documents relating to the organization and function of an office. Included are copies of organization and functional charts and statements; documents relating to office staffing; documents concerning functional assignments and changes. Also included are documents reflecting minor changes in the office organization or functional assignments which are made by the office chief.	Destroy when superseded, obsolete, or no longer needed for reference.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	Office Administrative Files	
	Documents accumulated by individual offices that relate to routine internal management or general administration (budget, procurement, etc.) rather than the function for which the office exists. These records may include copies of correspondence and reports which are prepared in the office and forwarded to higher levels and/or other materials that do not serve as official documentation. Includes also papers relating to obtaining housekeeping-type services from responsible offices.	Cut off at close of fiscal year. Destroy when 2 years old or sooner if purpose has been served.
6.	Employee Travel Files	
	Correspondence, requests, travel authorizations and orders, itineraries, and similar papers pertaining to employee travel exclusive of records maintained in the Controller's Office.	Cut off at close of fiscal year. Destroy when 1 year old.
7.	Office General Personnel Files	
	Documents that relate to the day-to-day administration of personnel in individual offices. Included are papers that relate to attendance and overtime, notices of holidays and hours worked; notices and lists of persons to attend training sessions; papers concerning participation in employee and community affairs; campaigns, drives; and comparable or related papers. Arranged as appropriate.	Cut off at close of fiscal year. Destroy when 2 years old.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	Weekly Status Reports Files consist of internal narrative reports containing items of interest on program activities submitted by NRC offices weekly to the Commission.	Destroy when one year old.
9.	Reimbursable Agreements and Contract Files	
	Includes all contractual and reimbursable agreement files (under Memorandum of Understanding - DOE/NRC) pertaining to work done for NRC by any outside source.	See General Records Schedule 3, Item 4 for authorized disposition.
10.	Vendor Topical Reports	
	Reports submitted as part of licensing requirements by nuclear steam supply systems vendors containing information of use to utility companies as well as the Commission.	
	a) Silver master and one diazo copy of microfiche	Offer to NARS when 20 years old. If the National Archives declines, destroy when no longer needed.
	b) Paper copies of reports	Destroy when microfiche copies are determined to be an adequate substitute for paper copies or when no longer needed if office does not have access to microfiche copies.
11.	Reading or Chronological Files	
	Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.	Cut off at close of fiscal year. Destroy when 1 year old or when reference value has been exhausted, whichever is sooner.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Exception Applicable to the Commissioners' chronological file of outgoing correspondence comprised of letters signed by the Commissioners. See NRC Schedule II, Part 3, Item 1.	
12.	Policy and Precedent Reference Files Copies of documents establishing policy or precedents pertinent to future and continuing actions. Normally, policy and precedent files are maintained at operating levels and consist of extra copies of operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in official files. Original or official record copies will NOT be placed in this file. This file consists of non-record copies maintained only for convenience of reference.	Destroy when organizational unit is discontinued or when documents become obsolete or are no longer needed for operating or reference purposes.
13.	Staff Working File Reference files maintained for convenience by individual staff members. Includes copies of docket material and other records maintained in official NRC files.	Destroy at the same time the related subject file is destroyed, or earlier if no longer needed for reference purposes.
14.	Reference Publication Files Copies of NRC internal and/or external directives, and publications issued by other Government agencies and non-governmental organizations maintained for reference within an office.	Destroy when superseded, obsolete, or no longer needed for reference purposes.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
PART 2.	GENERAL PROGRAM CORRESPONDENCE FILES	
1.	General Subject Correspondence Files Letters, memoranda, messages, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to NRC program and staff activities.	
	a) Program Correspondence Files at the office level or above These files document policy-making decisions or significant NRC program management functions. They are accumulated by the Advisory Committee or Reactor Safeguards (ACRS), the Secretary of the Commission, Office Directors reporting to the Commission, and those reporting to the Executive Director for Operations and are filed variously in large central collections or in decentralized locations. Excluded is that program correspondence which documents routine transactions and covered by item 1.c) below.	Permanent. Cut off at close of fiscal year. Hold 2 years and retire to WNRC. Offer to NARS when 20 years old.
	b) Program Correspondence Files maintained at the division level and below in NRC Headquarters Offices and in Regional Offices	Cut off at close of fiscal year. Hold 2 years and retire to FARC/ WNRC as appropriate. Destroy 10 years after cutoff.
	c) Routine Program Correspondence Files maintained at all organizational levels Files documenting program transactions of a routine or recurring nature, the record content of which is summarized or duplicated in Item 1.a) or b) above.	Destroy when two years old or sooner if purpose has been served.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 3. DOCKET FILES

The docket files accumulated by the Agency in the licensing process constitute the most voluminous files of the NRC. These records encompass technical, environmental, legal, and financial documentation pertinent to the granting, amending, and renewal or revocation of licenses under 10 CFR.

The several separate offices at both Commission and operational levels require that the filing of license docket materials conform to these offices' separate functions and responsibilities. This results in obvious duplication at various organizational levels in administering the agency licensing function. For example, at the adjudicatory phase an official adjudicatory docket is developed and maintained in the Office of the Secretary. At the same time, in administering the adjudicatory function, duplicative working docket files are maintained by the Atomic Safety Licensing Board Panel and the Atomic Safety Licensing Appeal Board offices.

Therefore, descriptive disposition standards for the licensing docket files have been placed in this section of the schedule rather than assigning them to the proper functional or organizational area in the schedules (where they may more properly belong) in order to be better able to perceive relationships in establishing reasonable retention standards for the records.

This has not been done, however, for the ACRS which has special recordkeeping requirements imposed by the Federal Advisory Committee Act (PL 92-463). See NRC Schedule III.

ADJUDICATORY LICENSING DOCKET FILES

1.	Commission's Decisional License Docket Files	
	The official license files of the Commission maintained in the Office of the Secretary containing copies of Licensing Board and Appeal Board Orders and transcripts of hearings, exhibits consisting of copies of pertinent staff documents, Commission orders and decisions, and filings by various parties and related documentation in all licensing proceedings. Arranged numerically by docket number.	Permanent. Offer to NARS 5 years after expiration or revocation of license.

NRC SCHEDULE 1

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	Power Reactor License Docket Files of the ASLBP	
	Case files containing copies of license applications, staff papers, letters of intervenors, letters from the Board, I&E Reports, Commissioners' reports, and other docket-related documentation.	Destroy after completion of the first refueling of power reactor.
3.	Power Reactor License Docket Files of the ASLAP	
	Case files documenting the appeals to and decisions taken by the ASLAP including appeal transcripts introduced into and made a part of the record, and the final decisions.	Place in inactive file those cases on which Appeal Board action has been completed. Transfer inactive files in annual blocks to WNRC. Destroy inactive files when 3 years old.
4.	Licensing Docket Formal Hearing Files	
	Case files maintained by the Offices of the Executive Legal Director on hearings before the Commission, Boards and Panels relating to antitrust actions, and applications for construction permits and operating licenses for individual nuclear facilities. Files consist of correspondence, briefs, pleadings, hearing transcripts, and related records on cases and are used by OELD staff in arguing cases.	
	a) Paper records	Destroy after verification that microfiche copies are adequate substitutes for original records.
	b) Silver master and one diazo copy of microfiche	Offer to NARS. If not accepted by the National Archives, maintain until no longer needed by agency.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c) Reference copies of microfiche	Destroy when no longer needed.
	TECHNICAL LICENSING DOCKET FILES	
5.	Nuclear Power Plant Docket Files Records documenting licensing of the construction and operation of commercial nuclear reactors for power generation pursuant to Parts 2, 20, 50, 100 and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in the review, evaluation, and authorization stages of the licensing process. Each operating license issued is for a fixed time period specified in the license document but in no case exceeding 40 years. Licenses may be renewed by NRC upon the expiration of the initially authorized operating period.	
	a) Official docket files of the Office of Nuclear Reactor Regulation, located in the Records Services Branch, determined by the NRC or the NARS to have exceptional value because of the highly significant nature of their contents or their uniqueness. Included are files that: 1. Result in judicial decisions or legislation that affect the functions and activities of NRC, e.g. Enrico Fermi No. 1 (Power Reactor Demonstration Co. Reactor).	Permanent. Offer to NARS 20 years after termination of license.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	2. Result in significant changes in regulatory activities and procedures, e.g., Brown's Ferry.	
	3. Were the subject of Congressional investigation or were of great public interest, e.g., TMI.	
	b) Other docket files of NRR except for that part of the files described in Item 5.c) below.	Destroy 20 years after termination of license.
	c) Hearing and intervention correspondence and information; hearing transcripts of boards and panels; inspection reports and related correspondence; and any other documentation duplicated in the permanent file described in a) above and NRC Schedule I, Part 3, Item 1 and NRC Schedule IV, Part 4, Item 2.a).	Destroy when 5 years old.
	d) Other docket files located in I&E and Regional offices except for I&E documentation described in NRC Schedule IV, Part 4, Item 2.a.	Destroy when 5 years old or sooner if purpose has been served.
6.	Export/Import License Docket File Case files and related control log pertaining to the licensing of companies and individuals pursuant to 10 CFR Part 110 to export or import nuclear material and equipment and nuclear components and facilities. Included are license applications, a copy of the license, and all other documentation pertaining to the licensing process. Arranged numerically by license number.	

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a) Official files maintained in the Office of International Programs.	Permanent. Retire to WNRC when 10 years old. Offer to NARS 10 years after license has expired.
	b) Other copies throughout NRC.	Destroy when no longer needed.
7.	Fuel Facilities, Transportation, Byproduct, Source, and Special Nuclear Material Docket Files Case files documenting the licensing of persons, institutions, facilities or companies to use byproduct, source and special nuclear material, and to transport nuclear material as defined in 10 CFR Parts 30, 40, 70, and 71. Included are the application, license and amendments, and all related documentation. Excluded are case files (under 10 CFR Part 40) with license prefix of "SUA" which are covered by Item 8 of this schedule.	
	a) Official case files located in the Office of Nuclear Material Safety and Safeguards (NMSS) except for those files covered by b) below.	Retire to WNRC after license is expired or terminated and receipt of I&E certification that premises are free of contamination. Destroy 10 years after date of I&E certification.
	b) Case Files covering licensees for which licensing jurisdiction is transferred to the State under agreement covering transfer of function.	Transfer to Agreement States
	c) All other copies in NMSS, I&E and Regional Offices.	Destroy when 1 year old or earlier if purpose has been served.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	High-Level, Low-Level, and Uranium Recovery Docket Files	
	Case Files documenting the licensing of high-level, low-level and uranium recovery operations including mills, solution mining, and heat leaching of ion exchange facilities in non-Agreement States as defined in 10 CFR 40 with license transfer prefix of "SUA." Includes applications, licenses and amendments and other related material. Arranged by docket number.	Permanent. Offer to NARS when 10 years old.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
PART 4.	MEDICAL AND HEALTH FILES	
1.	Health Records Files	
	Health case files on NRC employees, exclusive of records relating to unique occupational hazards of the atomic energy program, covered by item 2 of this schedule, comprising forms and correspondence and related papers documenting medical treatment.	See GRS1, Item 21 for authorized disposition
2.	Personnel Exposure Files	
	Records accumulated to measure the degree of radiation exposure of individuals to external radiation and internally deposited isotopes.	
	a) Individual NRC personnel folders containing data and radiation exposure	Destroy 75 years from the date of the creation of the record.
	b) Film badge processing reports	Destroy 75 years from date of report
3.	Licensee Mismanagement Files	
	Licensee reports and other records relating to incidents of licensees (primarily doctors or other medical facilities) mismanagement of radiation administered to individuals containing name of individuals and other data pertaining to the mismanagement.	Files to be maintained by licensee or State office of radiological safety for 75 years from date of report. If records are deposited with the NRC, destroy 75 years from date of report.
4.	Personnel Monitoring Report Files	
	Reports and related correspondence required of licensees by NRC under 10 CFR 20.407.	
	a) Paper records submitted by licensees	Destroy two years after data is inputed to Radiation and Information Reporting System (REIRS)

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Machine readable tape information on computer maintained at Oak Ridge National Laboratory	Destroy data when it has been determined by competent NRC authorities that all purposes have been served.
	c) Computer printouts produced by any organizational level	Destroy when superseded or obsolete.
5.	Licensing Project Files	
	Applications for construction permits and/or licensing and related records on withdrawn or otherwise cancelled projects.	
	a) Files under 10 CFR Part 50	Destroy 20 years after withdrawal or cancellation.
	b) Files under other applicable parts of 10 CFR.	Destroy 1 year after withdrawal or cancellation.
6.	Non-licensing Project Files	
	Reports and correspondence relating to specific DOE developmental projects involving use of nuclear materials.	Destroy 20 years after completion of project.
7.	Emergency Planning Files	
	a) Case files accumulated in the Office of Inspection & Enforcement, Division of Emergency Preparedness, consisting of a record copy of each plan or directive issued, with related background papers.	Permanent offer to NARS when 20 years old.
	b) Record set of NRC reports of operation tests accumulated in the Office of Inspection & Enforcement, Division of Emergency Preparedness, consisting of consolidated or comprehensive reports reflecting NRC-wide results of tests conducted under emergency plans.	Permanent offer to NARS when 20 years old.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c) Copies of records pertaining to office participation in emergency planning exercises and tests maintained in the various offices throughout NRC.	Destroy when superseded or obsolete.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 5. PROGRAM ADMINISTRATION FILES

The files described in this part of NRC Schedule I properly belongs in one or more of the twenty-two General Records Schedules. However, because of specialized NRC records retention requirements for these selected common-type government records, they are included in this schedule in alphabetical order with other general NRC records.

1.	Awards Files		
	a)	Records relating to meritorious and distinguished service awards made at the Commission level and maintained by the Division of Personnel.	Permanent. Offer to NARS when 10 years old.
	b)	Copies of records described in a) above exclusive of those filed in Official Personnel Folders.	Destroy 2 years after award is made.
2.	Budget Files		
	a)	Correspondence or subject files in the office of the Controller documenting Commission policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.	Permanent. Offer to NARS when 10 years old.
	b)	Copies of budget estimates and justifications prepared and maintained by the Division of Budget, Office of the Controller. Included are appropriation language sheets, narrative statements, and related schedules and data.	Permanent. Offer to NARS when 10 years old.
	c)	Working papers and background materials maintained at all organizational levels.	Destroy 1 year after the close of the fiscal year covered by the budget.
3.	Committee and Conference Records		
	a)	Records relating to establishment, organization, membership and policy.	

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(1) Interagency and international committees.	Permanent. Offer to NARS 10 years after NRC involvement terminates.
	(2) Internal committees.	Destroy 2 years after termination of committee.
	b) Records created by committees.	
	(1) Agenda, minutes, final reports, and related records documenting accomplishments.	
	(a) Records created when NRC is the sponsor agency.	Permanent. Offer to NARS 20 years after NRC involvement terminates.
	(b) All other copies.	Destroy when 3 years old or when no longer needed for reference.
	(2) All other committee records.	Destroy when 3 years old or when no longer needed for reference.
4.	Directive Case Files	
	Internal directives issued at the Commission level, maintained in the Office of Resource Management.	
	a) Record copy documenting important aspects of the development of the issuance.	Permanent. Offer to NARS when 10 years old.
	b) Working papers and background material.	Destroy 6 months after directive is issued.
	c) Other copies of directives.	Destroy when superseded.
5.	Forms Files	
	a) One record copy of each NRC form created that is maintained by TDIC with related instructions.	Permanent. Offer to NARS when 10 years old.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Working papers, background materials, requisitions, specifications, processing data, and control records maintained at all organizational levels.	Destroy when related form is discontinued, superseded, or cancelled.
6.	Grants' Files	
	a) Case files of contracts, reports, studies, agreements, correspondence, and other records relating to receipt, award, and monitoring of grants.	Destroy 6 years and three months after case is closed.
	b) Reports, books, studies, or any other final grant product and related records accumulated in the Division of Contracts.	Permanent. Offer to NARS when 10 years old.
7.	Information Files	
	a) Complete set of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto maintained by the Office of Public Affairs.	Permanent. Offer to NARS when 10 years old.
	b) Copies of records described in a) above.	Destroy when no longer needed.
8.	Organizational Records	
	a) Official organization charts, telephone books and related records which document the organization and functions of the agency.	
	(1) Record copy maintained by the Office of Resource Management.	Permanent. Offer to NARS when 10 years old.
	(2) All other copies.	Destroy when superseded or obsolete.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Narrative histories of the Commission and its work.	
	(1) Record copy maintained by the NRC Historian's Office.	Permanent. Offer to NARS when 10 years old.
	(2) All other copies.	Destroy when superseded or obsolete.
9.	Publications	
	Pamphlets, reports, leaflets, regulations, manuals or the last manuscript copy if not published, relating to NRC matters.	
	a) Record copy maintained in the Document Management Branch, Office of Administration.	
	(1) Publication in paper form only.	Permanent. Offer to NARS when 10 years old.
	(2) Publication in microform - silver master and one diazo copy.	Permanent. Offer to NARS when 2 years old. Destroy paper records when it has been determined that microform copies are adequate substitutes for original records.
	b) Work papers and background materials.	Destroy 6 months after publication.
	c) Other copies.	Destroy when no longer needed.
10.	Security Policy Files	
	Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed by Security, Office of Administration in the administration and direction of security and protective services programs.	Permanent. Offer to NARS when 10 years old.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	Security Violations (Felonies) Files	
	Case files relating to investigations of alleged security violations of exceptional historical and evidential value. Maintained by Security, Office of Administration.	Permanent. Offer to NARS when 10 years old.
12.	Systems Security Records	
	a) Access Request Files	
	Requests and authorizations for individuals to have access to COMSEC information.	Destroy 2 years after authorization expires.
	b) Document and Material Transfer Records	
	COMSEC document and material transfer records, package receipts and COMSEC material reports, SF-153.	Destroy 2 years after completion of transation.
	c) Inventory of COMSEC Documents and Material	
	1) Periodic inventories of COMSEC documents and material in cases where no discrepancies exist.	Destroy after the succeeding inventory is submitted and verified.
	2) Periodic inventories of COMSEC documents and material where discrepancies exist.	Destroy after the succeeding inventory is submitted and verified and all discrepancies resolved.
	3) Inventories conducted on change or absence of COMSEC custodian.	Destroy 1 year after conducted and verified and all discrepancies resolved.
	4) Inventories conducted periodically or on change or absence of COMSEC custodian where irregularities exist or have existed.	Destroy when all purposes have been served.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
d)	Loss or Compromise of Accountable COMSEC Documents or Material	
	Message reports, letter reports or other documents relating to loss or compromise of accountable COMSEC documents or material.	Destroy only after accountability established or evidence of compromise negated.
e)	Document and Material Destruction	
	Key card disposition record, key list disposition record and other records of destruction of accountable COMSEC documents or material.	Destroy when 2 years old.
f)	Reportable Telecommunications Insecurities	
	Reports of any deviation or incident which could adversely affect the security of a telecommunication system.	Destroy 5 years after all action has been completed.
g)	Security Proposals for the Establisment of Centers and Use of Equipment	
	Security proposals for the establishment of secure communications centers, installation of equipment or systems.	Destroy 2 years after the center is deactivated, equipment has been replaced or system is changed.
h)	Equipment	
	List of equipment comprising a secure telecommunications system (e.g., terminal equipment, cryptographic equipment and modems).	Destroy when no longer applicable.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
i)	Floor Plans	
	Floor plans of secure communications centers showing the location of equipment, the construction of walls, floors and ceilings of the room(s) or separate architectural details such as doors, windows or ducts.	Destroy when secure communications centers have been relocated.
j)	Installation Drawings	
	Installation drawings, e.g., writing diagrams or conduct plans for the secure telecommunications equipment.	Destroy when equipment has been replaced.
k)	Standard Operating Instructions	
	Standard operating instructions for secure communications center.	Destroy when secure communications center is no longer operable.
l)	Tempest and Acoustic Tests	
	Documents relating to Tempest tests or acoustic tests conducted of secure communications centers.	Destroy after subsequent tests have been conducted and results approved.
m)	Audio Countermeasure Inspection Files	
	Records of sweep requests (NRC Form 337) and sweep reports (NRC Form 336) relating to the examination and inspection using sophisticated electronic equipment.	Destroy after the succeeding inspection is conducted.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
13.	Training Aids	
	a) One copy of each manual, syllabus, textbook, and other training aid or management and technical subjects developed by the Commission and maintained by the Management Development staff and the I&E Training officers, both Headquarters and Chattanooga, Tennessee.	Permanent. Offer to NARS when 10 years old.
	b) Training aids from other agencies or private institutions.	Destroy when superseded or obsolete.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
PART 6.	CARTOGRAPHIC RECORDS	
1.	Emergency Planning Maps	
	Maps are used in NRC's emergency preparedness program.	
	a) Record set maps, developed from USGS 7.5 minute series topographical maps depicting a 10 mile radius of each nuclear power plant.	Permanent. Offer to NARS when 10 years old.
	b) Record set of maps of the ingestion pathway emergency planning zone depicting a 50-mile radius of each power plant. Maps are developed from USGS 1:250.000 scale series topographic maps.	Permanent. Offer to NARS when 10 years old.
	c) Copies of maps described in a. and b. above.	Destroy when superseded or obsolete.
DESIGN RECORDS		
2.	Plans and Systems Design Descriptions	
	Drawings and plans of 64 systems associated with the LOFT* reactor. Maintained by the research contractor at the facility.	Permanent. Offer to NARS when 20 years old.
	* Loss of fluid test.	

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 7. MACHINE READABLE RECORDS

This schedule covers machine-readable records which include data on magnetic tape, disk packs, magnetic drums, punched cards and optical disk.

Federal statutes and regulations define Federal records as the products of government business and specifically include all media on which they may be recorded.

OFFICE OF THE SECRETARY

1.	Secretary Staff Requirements Memorandum Tracking System	
	The system generates reports which contain information on all tasks assigned to staff by Commission action; the tasks are contained in SECY Staff Requirements Memorandums, SRMs. The reports list each task according to action office, EDO/ Office, COM/Office, and status such as complete, overdue or on schedule.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
2.	Commission Staff Papers File System (CSPFS)	
	The system maintains a file of Commission staff papers representing policy session, consent calendar, Commission action and information report items submitted to the Commission.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
3.	Public Document Room Document Control System (PDR/DCS)	
	The system provides access to bibliographic data on NRC records maintained in the NRC Public Document Room.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	ADVISORY COMMITTEE ON REACTOR SAFEGUARDS	
4.	Keyword Index (KWIC/KWOC)	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
	OFFICE OF NUCLEAR REACTOR REGULATION	
5.	Material Surveillance (MATSURV) The system provides a data base to facilitate the storage and retrieval of information relating to license reactor pressure vessel (RPV) material surveillance programs. (Supports generic review task A-11.)	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
6.	Seismic Qualification (SEISMIC) The system maintains data and information regarding seismic equipment qualifications for NRC staff review and evaluation.	Retain until it has been determined by a competent NRC Offical that data are no longer needed; erase and reuse tape, etc.
7.	Steam Generators This system maintains a data base of engineering information regarding reactor power plant steam generator operating experience. It is used to evaluate the qualitative and quantitative aspects of steam generator operating experience.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
8.	Franklin Institute - Licensing Action Status Monitoring System This system is designed to monitor the status of technical assistance contracts. The software provides on-line updating of milestones and status reporting.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	Regulatory Activities Management System (RAMS) RAMS is an integration of three systems (NRR Licensing, TACS, MPS) which are updated weekly. Data within the system are retained by staff members, plant review, and technical assignments. The system retains current and historical data on project schedules and staff resources.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
10.	TMI Action Item Tracking System This system tracks actions taken to resolve problems identified in the TMI Action Plan.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
11.	Construction Status Reporting Systems This is a computerized data base that provides the information necessary for monitoring the progress of the construction of nuclear power plants. The data base is available on-line through a user-oriented query language which may be used to edit data entry, as well as produce formatted reports and plots. The reports generated from this data base are used in conjunction with the work done by MPA analysts to produce the yellow book monthly.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
12.	NRR Personnel/Training System This contains personnel and training data which permits the NRR management to monitor personnel actions and training requests.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	OFFICE OF NUCLEAR MATERIALS SAFETY AND SAFEGUARDS	
13.	Transport Approved Package Information System	
	The system maintains data and information regarding all packages approved by NRC for use in the transportation of radioactive material. Included are description of package, approval particulars and all licensed users.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
14.	Nuclear Material Management and Safeguards System (NMMSS)	
	The NMMSS is a national nuclear material accounting system. It provides information needed to track and regulate production, transfer, possession, use, import, and export of nuclear materials. The system maintains information on the location and quantities of special nuclear materials, SNM, in possession of DOE and NRC licensees. The system is operated by Union Carbide Corp. at the Gaseous Diffusion Plant in Oak Ridge, Tenn.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
15.	NMSS Budget System (BUDS)	
	The system provides information for NMSS management to control execution of the NMSS financial plan.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
16.	Budget System, NMSS	
	The system maintains a data base on NMSS financial resources.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17.	Program Planning & Status Assessment System (PPSAS) PPSAS is an integration of four computer systems (NMSS case work, TACS, MPS, NMSS Budget) which are updated weekly. Data within the system are retained by staff member, licensee, and technical assignments. The system retains current and historical data on project schedules and staff resources.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
18.	NMSS Case Work System (CASE) System provides management with a means to identify and track the status of all case work items relative to licensing nuclear fuel facilities and materials.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
19.	Material Licensing System The Material Licensing ADP System maintains data and information regarding nuclear material licensing and processes mass mailings to applicants, license expiration notices, material possession amounts for inspection purposes, statistical data reports, management reports, and fulfills requests for material license information.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
20.	Project Control System, NMSS The system maintains data and information regarding fuel cycle facilities and transportation packaging licensing applications. Included are current status of progress on various reviews and actual manpower expenditures on project milestones.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
OFFICE OF INSPECTION AND ENFORCEMENT		
21.	Environmental Qualification (ENQUAL) This system provides technical reviewers and inspectors with a data base containing qualification details from operating nuclear reactors for all electrical components used in safety systems in hostile environments.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
22.	Action Item Tracking System (AITS) The system maintains data and information tracking individual items of the workload of the Office of Inspection and Enforcement. The data file is available to all I&E Offices by use of on-line, time-shared terminals.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
23.	Program Support Management System (PSMS) This system tracks projects and contracts by decision units.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
24.	Outstanding Item Systems (OIS) This system tracks all items which require follow-up action by Project and Specialist Inspectors.	Retain until it has been determined by a competent NRC Offical that data are no longer needed; erase and reuse tape, etc.
25.	Incident Response Center Data System This system monitors predesignated reactor parameters to facilitate evaluations by the staff of the Incident Response System.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
26.	Part 21 Data System	
	The system maintains information pertaining to the administrative handling of licensee reported defects and noncompliance received in accordance with the requirement of 10 CFR Part 21, Reporting of Defects and Noncompliance.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
27.	Vendor Selection System	
	The system maintains categories of nuclear component vendor-related data and allows selection of vendors for inspection based upon safety significance, inspection history, and other weighted criteria.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
28.	Module Status Report System	
	The system maintains the status of all modules required to be inspected under various I&E inspection programs. Information includes definition of inspection program being monitored, facilities selected for review, modules with overdue inspections, inspection profile and a transaction listing of all facilities included in the review.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
29.	766 - Statistical and Enforcement Text System	
	The system maintains data and information regarding inspection, investigation, inquiry activities and associated enforcement actions. Textual information concerns items of noncompliance, licensee identified item, and deviation identified during an inspection activity.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
30.	License Fee Branch Reporting System	
	The system maintains data and information on inspections conducted for safety/safeguards, materials, test, research or commercial reactors, and fuel facilities and is used to establish a basis for determining license fees.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
31.	Career Management Branch System, I&E	
	The system maintains data and information on the qualifications and training accomplishments of Office of Inspection and Enforcement personnel.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
32.	Integrated Resource Management System	
	The system produces manpower computational tables (E-2) and budget estimate tables (E-3A, E-3, E-4). These tables reflect I&E's manpower requirements for inspections of facilities by type, phase of construction or operation and age.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
33.	Headquarters/Regional Communications	
	This system maintains data and information for daily reporting of Regional Office to Headquarters of activities such as: inspections, bulletins, circulars, messages, Blue Sheets and Staff Meeting Notes.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
34.	Monthly Management Report System, I&E	
	The system interfaces with all I&E automated systems to gather specific data and information on all Inspection and Enforcement activities.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	OFFICE OF NUCLEAR REGULATORY RESEARCH	
35.	**Personnel System, Research**	
	The system maintains data and information regarding Office of Research employees such as: time and attendance, dates for in-grade or promotion, positions qualified for and telephone number and location.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
36.	**Travel System, Research**	
	System maintains all details regarding travel by Office of Research employees.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
37.	**Budget System, Research**	
	An automated budget, contract and financial plan system maintains data and information regarding laboratory contract proposals, 189's, of the Office of Research; controls, executes and records monthly cost performance of approximately four hundred R&D tasks throughout the budget and financial plan cycles.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
38.	**Research Request Log System**	
	System maintains a data base as a central source of the status of requests for research being processed by the Office of Research. Items of interest are basis of need, status, date received, date needed, and cognizant personnel.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
39.	Research Results Transfer and Organization Information System	
	The system maintains a data base which provides a central source of information regarding Research Information Letters. These letters concern the transfer of research project results to the requesting and/or using NRC program offices.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
40.	Standards Committee Participation System (SDCOM)	
	The system maintains a computer file of NRC personnel involved in the development of nuclear standards. A Nuclear Standards Directory is produced which associates corporations, committee members and particular standards activities.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
41.	Comments and Proposed Rule Changes Published in the Federal Register (CPRC)	
	The System maintains data and information on letters received by the NRC commenting on proposed rule changes for licensing procedures published by the NRC in the Federal Register.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
42.	IEEE Component Failure Rates (IEEE)	
	The system assists the Probabilisitic Analysis Staff to upgrade failure rates of electrical, electronic and sensing components as published in the IEEE Document STD 500-197.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
43.	Standards Project Control System (SPCS)	
	This system provides RES management with an information source to assist in planning, scheduling and budgeting projects.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
44.	Resource Allocation Systems For Standards (RASS)	
	The system provides information for RES management to assign, coordinate and budget for the development of guides and regulations.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
45.	Standards Accountability Management System (SAMS)	
	This system consolidates/integrates three automated systems (MPS, TACS, Project Control) which provides management with an information source to assist in planning, scheduling and budgeting office resources.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
	OFFICE OF MANAGEMENT AND PROGRAM ANALYSES	
46.	Technical Assignment and Control System (TACS)	
	A computer data base containing items of information identifying, describing, documenting, and accounting for the recording and status reporting of all non-case related work in an office. TACS is a tool which allows for the systematic control of the total office work effort. (Both case and non-case work).	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
47.	Work Item Tracking System (WITS-II)	
	The system, an upgrade of the current operating WITS, provides a common data base for Commission Action Items which can be shared by all NRC offices.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
48.	Manpower Accountability Tracking System (MATS)	
	MATS is an integration of two computer systems (TACS, MPS) which are updated weekly. Data within the system are retained by staff member, and technical/staff assignments. The system retains current and historical data on project schedules and staff resources.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
49.	Statistical Information System For Operating Reactors (SISOR)	
	The system maintains records of monthly operating data for each nuclear power plant in commercial operation.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
50.	Radiation Exposure Information System (REIRS)	
	The system maintains radiation exposure data reported by NRC licensees according to category such as: commercial reactors, industrial radiographers, fuel fabricators and processors and commercial distributors of specified quantities of by-product material. Such data assist in the evaluation of the effectiveness of NRC's regulatory program.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
51.	Nuclear Plant Reliability Data System (NPRDS)	
	An industry-sponsored computer data base managed by the ANSI N18-20 subcommittee, maintains engineering and failure information on all safety-related systems and components at participating nuclear plants in commercial operation. The data base is maintained by South-West Research	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
51. (Cont.)		
	Institute but is available for special-report generation by the NRC. SWRI submits reports on a quarterly basis.	
52.	Manpower System (MPS)	
	The system maintains a data base of manhours charged against projects and programs, providing management with data for manpower analysis, reallocation, planning, budget validation and license-fee purposes.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
53.	ADP Contractor Cost Tracking System (ACTS)	
	The system provides MPA management with data and information on ADP contractor expenditures by system, task order, and planned accomplishment number.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
54.	NIH Computer Timesharing System (NIH)	
	This system provides detailed cost data on computer timesharing expenditures at NIH/DCRT.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
55.	Automated Information Documentation System (AIDS)	
	This system utilizes data sets which are created and maintained via WYLBUR to produce various printouts needed to document the programs, data files and data elements comprising a given system.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
56.	Congressional Information Retrieval System (CIRS)	
	This system maintains a comprehensive index and a brief description of information sent to Congress in letters and questions and answers. The information is retrievable by subject category, date, recipient, congressional committee or author.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
57.	ADP Project Management System	
	The system will maintain data and information to monitor and inter-relate ADPS efforts on contracts, purchase orders, projects, tasks or subtasks, work orders and invoices.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
58.	ADP/Management Information System	
	Computer cards are prepared presenting data and information regarding automatic data processing equipment leased or owned by the NRC for use by the NRC or a contractor supporting the NRC. The cards and listing reflect unit identification, ADPS inventory, systems utilization, functional use and summary ADP manpower cost data.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
59.	Tape Library System	
	Maintains records of computer magnetic tape usage by ADPS retaining data such as: reel number, creation date, program number, classification code, name of user, location code, retention period, tracks, density and function.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	OFFICE OF STATE PROGRAMS	
60.	**Radiological Emergency Response Plan (RERP)**	
	The system provides the Office of State Programs with information required to develop and evaluate state and local government radiological emergency response plans in support of fixed nuclear facilities.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
61.	**Peacetime Radiological Emergency Response Analysis Device (PRERAD)**	
	The system maintains a data base of criteria to evaluate emergency preparedness aspects of local and state radiological emergency response plans. The data base also contains information regarding nuclear plant specifics, such as: location, license issuance, name, project manager, reactor type and utility name; planning objectives and guidance subjects; and key review elements contained in State Programs Emergency Response Plans.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
62.	**State Legislation**	
	This is a data bank to which NRC purchases access. The system tracks bills, initiatives, and referendums of State Legislatures. The NRC uses it to track nuclear legislation.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape etc.
63.	**State Agreements Tracking and Updating System (STATUS)**	
	This system maintains the status of the state agreement process as it progresses between the NRC and a given state.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	OFFICE OF INTERNATIONAL PROGRAMS	
64.	**International Programs Export/Import License Tracking System (IPELTS)**	
	The system maintains a centralized collection of data necessary to track and monitor all applications for nuclear material for export to foreign countries. U.S. import of nuclear material is also monitored.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
	OFFICE OF ANALYSIS AND EVALUATION OF OPERATIONAL DATA	
65.	**Licensee Event Reporting (LER)**	
	The system maintains a data base that provides data and information on qualitative analysis concerning the nature and extent of off-normal events in the nuclear industry.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
66.	**Analysis & Evaluation Tracking System (ANETS)**	
	This system consolidates/integrates two automated systems which provide AEOD management with an information source to assist in planning, scheduling and budgeting office resources.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
67.	**Coordination of Licensee Events Analysis and Review (CLEAR)**	
	This system supports AEOD mission for analysis and evaluation of operational data. It maintains information concerning the analyses and evaluations of operational experience being conducted in other NRC Offices.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	OFFICE OF THE CONTROLLER	
68.	**Integrated Financial Management Information System (IFMIS)**	
	The system maintains data and information integrating accounting functions such as: general ledger, funds control, travel, accounts receivable, accounts payable, plant and capital equipment, and appropriation and funds.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
69.	**Travel Authorization and Voucher System (TRAVEL)**	
	The system maintains data and information for processing travel authorizations and travel vouchers.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
70.	**Payroll (PAY)**	
	Time and attendance cards are processed to determine leave status and deductions such as: health and life insurance, credit union, Federal and State taxes, bonds, pension, dependencies (per W-4 form) and CFF contributions. The system prepares a check tape, prints bonds and time and attendance slips.	Retain until it has been determined by a competent NRC Offical that data are no longer needed; erase and reuse tape, etc.
71.	**Accounting (CAB)**	
	This system maintains data and information regarding NRC's financial transactions such as: collections and disbursements, unexpended allotments, obligations, payments, costs, appropriation and cash accounting balance. Produces reports such as: debits and credits, monthly transactions, trial balance and license fee invoices.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
72.	Budget Financial Analysis System (BFAS)	
	The system maintains data and information to enable the Controller to forecast budgets.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
73.	Staff Year Analysis System (SAS)	
	The system will provide management with information and statistical reports regarding: contractor staff years purchased and a forecast of staff years to be purchased; in-house hours devoted to associated contracts by RESEARCH program monitors; monies committed to each contract and any changes to such contracts; authorized staffing levels and technical onboard skills by decision unit.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
74.	Controller Budget System (CBS)	
	This system comprises two modules, the Financial Plan and Zero Base Budgeting. The Financial Plan Module: (1) establishes financial control levels for NRC organizations within funds available to NRC, (2) serves as a budgetary guide below activity level (decision unit) or other levels that may be identified by OMB/CONGRESS, and (3) provides the obligational authority for carrying out NRC programs and reimbursable work for other Federal agencies.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
	The Zero Base Budget Module facilitates the maintenance of an historical, automated statistical data base which generates statistical reports in support of NRC's budget request to OMB. The system also generates historical reports for internal use.	

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
75.	Licensing and Inspection Planning Profile System (LIPP)	
	The Licensing and Inspection Planning Profile System is used as an analytic tool to model and NRC Light Water Reactor Licensing Process. Based on typical manpower requirements per plant type and with a variable number of plant models, the system produces information of manpower requirements for the licensing process by time dependency and by milestone. System requires licensing manpower requirements from Nuclear Reactor Regulation (NRR), Executive Legal Director (ELD), Inspection and Reinforcement (I&E), Advisory Committee for Reactor Safeguards (ACRS) and Atomic Safety and Licensing Board Panel (ASLBP).	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
OFFICE OF ADMINISTRATION		
76.	Central Personnel Clearance Index (CPCI)	
	This batch-mode system maintains data and information on the security clearance status of NRC and NRC contractor personnel. This system will be replaced by a redesigned and upgraded online system.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
77.	Central Personnel Security Clearance Index (CPSCI)	
	The system will maintain data and information on the security clearance status of NRC and contractor personnel. The online system will replace the batch processed Central Personnel Clearance Index System (CPCI).	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
78.	Classified Document Control System (CDCS)	
	The system maintains data and information for the review of document classification for the determination of declassification or continued classification of national security information and material according to established criteria.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
79.	Administrative Budget Control (ABC)	
	This system is a budget and funds control and management information system for items of concern for the Office of Administration.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
80.	Contracts System	
	The system maintains data and information on contract pre-award, post-award and status, such as: action requested, date RFP issued, estimated cost, dollar value, award date, expiration date, contract type number, contractor name, contract title and program office contact.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
81.	Telephone Billing and Certification System (TELE)	
	System maintains assignment of NRC telephone lines to users (employees) and identity of retired phone lines and changes; ensures rapid certification and payment of all long distance toll charges.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
82.	Property and Supply System (PASS)	
	The Property and Supply System maintains records of all NRC actions concerning property and supplies, examples such as: property and supply transactions, maintenance	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
82. (Cont.)	transactions, warehouse inventory, consumable usage, stockage reorder points, NRC item identification catalog, abnormal maintenance incident rates, fiscal data for contract renewal and suspense items overdue return from vendor.	
83.	Personnel (PARIS) The Personnel System maintains records on NRC personnel regarding previous employment, history of NRC employment and present status. Information and data regarding various employee actions are input to the system. These actions are: accessions, transfers, terminations; and/or regular reports such as: notice of in-grade step, employment trends, minority employment, skills and levels, grades by sex or minority and anticipated retirement levels.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
84.	Serial Information Control System (SICS) The Serial Information Control System provides operational assistance to the Library Branch by performing the following on library journal material: control of distribution lists, ordering and reviewing subscriptions, projection of issues to be received and receipt control.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
85.	Information Requirements Control Automated System (IRCAS) The system, as an information locator, is used to plan and control NRC reporting requirements and forms. Information is controlled at the subject or title level which includes	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
85. (Cont.)	cost, number of respondents, originator, prescribing authority, staffhour burden, and whatever other administrative information is required.	
86.	Personnel Education and Training Information System (PETIS) The system maintains data and information pertaining to NRC personnel education and training as obtained from NRC Form 369, "NRC Employee Career Record Education and Training."	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
87.	DOE/RECON RECON (REmote CONsole) is a computerized on-line interactive storage and retrieval system designed to give users direct and fast access to data bases stored in large automated files at Oak Ridge.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.
88.	Holding Action System (HAS) This system maintains locator information on all documents in the printing and distribution cycle.	Retain until it has been determined by a competent NRC Official that dats are no longer needed; erase and reuse tape, etc.
89.	Machine Readable Cataloging System (MARC) The Machine Readable Cataloging System enables the NRC library to establish and maintain readable file of bibliographic information and to produce a variety of useful bibliographic tools such as: card, book and/or microfilm catalogs; catalog card sets; and keyword lists, book control lists and subject area bibliographies.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
90.	Personnel	
	The Personnel System maintains records on NRC personnel regarding previous employment, history of NRC employment and present status. Information and data regarding various employee actions are input to the system. These actions are: accessions, transfers, terminations; and/or regular reports such as: notice of in-grade step, employment trends, minority employment, skills and levels, grades by sex or minority and anticipated retirement levels. This system will replace the present Personnel System which operates on the NIH computer facility.	Retain until it has been determined by a competent NRC Official that data are no longer needed; erase and reuse tape, etc.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
PART 8.	AUDIOVISUAL RECORDS	
1.	Still Photography Files	
	a) Portraits of NRC Chairman and Commissioners, maintained by the Printing and Graphics Branch, Office of Administration, and photographs of reactor sites and noteworthy NRC-related activities. Arranged by name or subject.	
	1. The original negative and captioned print or contact sheet, and internegative, if one exists.	Permanent. Break file every five years. Offer to NARS five years after file break.
	2. Duplicate prints maintained in any NRC office.	Destroy when no longer needed.
	b) 35mm color slides of reactor sites, maintained by Printing and Graphics Branch, Office of Administration, arranged by reactor name.	
	1. The original transparency and one duplicate, if one exists.	Permanent. Break file every five years Offer to NARS five years after file break.
	2. Duplicate copies maintained by any NRC office.	Destroy when no longer needed.
	c) Portraits of NRC officials below the Commissioner Level, and photographs of routine activities such as awards, retirements, and administrative functions, maintained by the Printing and Graphics Branch, Office of Administration.	Destroy when no longer needed.

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d) Aerial and oblique photography of facilities maintained by the Office of Inspection and Enforcement in connection with emergency response. Prints and some negatives are maintained in NRC and remaining negatives are maintained by contractor. Photographs cover approximately 70 sites and are arranged alphabetically by name of site.	Permanent. Break file every 10 years and offer to NARS 10 years after file break.
	e) Still photographs of instruments, facilities, procedures and special visits associated with the LOFT reactor. Prints are maintained in the Office of Nuclear Regulatory Research, Division of Accident Evaluation, Experimental Programs Branch and negatives are maintained by the research contractor. Arranged by subject.	Permanent. Break file every five years. Offer negative and print to NARS five years after file break.
2.	Graphic Arts Files	
	a) Original artwork line and halftone negatives, and other camera-ready copy prepared for brochures, posters and other NRC publications by the Graphics Section, Office of Administration.	Destroy when no longer needed for publication or reprinting.
	b) Record set of posters distributed agency-wide or to the public and maintained by the Graphics Section, Office of Administration. Arranged chronologically.	Offer to NARS when 10 years old.
	c) Vu-graphs maintained in any NRC office.	Destroy when no longer needed.

NUREG-0910

NRC COMPREHENSIVE RECORDS DISPOSITION SCHEDULE

JULY 1982

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Video Recording Files	
	a) NRC-sponsored 3/4-inch video productions intended for public distribution. These include educational programs produced by Los Alamos Scientific Laboratory and distributed by the National Audiovisual Center.	Permanent. Offer master and one dubbing to NARS when no longer in current distribution.
	b) Off-the-air recordings of media coverage of NRC-related activities and events, or appearances of NRC officials.	Erase and reuse when no longer needed.
	c) Original 3/4-inch video recordings of public meetings, speeches, conferences, testimony of NRC officials before Congress and other hearings made and maintained by the Printing and Graphics Branch, Office of Administration.	Permanent. Break file every five years. Offer master and one dubbing to NARS five years after file break.
	d) Video productions purchased from outside sources for technical training of NRC staff and maintained in the Printing and Graphics Branch, Office of Administration.	Destroy and reuse when no longer needed.
	e) Duplicate dubbings of any recording described in a, b, c, or d above maintained by any NRC office.	Erase and reuse when no longer needed.
	f) Experiment and Test records for research projects, as follows:	

NRC SCHEDULE I

RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	1. Edited, educational motion picture films or video-recordings on the LOFT program. Originals may be maintained by contractors and prints or dubbings maintained in the Office of Nuclear Regulatory Research, Division of Accident Evaluation, Experimental Programs Branch.	Permanent. Offer original, intermediate copy and print or dubbing to the National Archives when five years old.
	2. Unedited documentary motion picture film or video recordings resulting from LOFT experiments and tests.	Destroy when no longer needed.
4.	Sound Recording Files (NOTE: Printing and Graphics does not maintain any original sound recordings as originally indicated in item a.)	
	a) Audiocassettes purchased from outside sources for technical training of NRC staff and maintained in the Printing and Graphics Branch, Office of Administration.	Erase and reuse when no longer needed.
	b) Oral history sound recordings of NRC officials maintained by the Chief Historian, Office of the Secretary.	Erase and reuse when no longer needed.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

The Commission is responsible for licensing and regulating nuclear facilities and materials, and for conducting research in support of the licensing and regulatory process, as mandated by the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act of 1974, as amended, and the Nuclear Nonproliferation Act of 1978; and in accordance with the National Environmental Policy Act of 1969, as amended, and other applicable statutes. These responsibilities include protecting public health and safety, protecting the environment, protecting and safeguarding materials and plants in the interest of national security, and assuring conformity with antitrust laws. Agency functions are performed through: standards-setting and rulemaking; technical reviews and studies; conduct of public hearings; issuance of authorizations, permits and licenses; inspection, investigation and enforcement; evaluation of operating experience, and research. The Commission is composed of five members, appointed by the President and confirmed by the Senate, one of whom is designated by the President as Chairman. The Chairman is the principal executive officer and the official spokesman of the Commission.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
PART 1.	RECORDS OF THE COMMISSIONERS	
1.	Commissioners' Chronological Files	
	Copies of all outgoing correspondence and reports prepared by the individual commissioners. Arranged chronologically.	Permanent. Offer to NARS when 10 years old.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 2. RECORDS OF BOARDS AND PANELS

Atomic Safety and Licensing Board Panel (ASLBP)

The Atomic Safety and Licensing Board Panel develops procedures applicable to activities of hearing boards and makes appropriate recommendations to the Commission relating to the conduct of hearings, and hearing procedures for the guidance of the boards. Atomic Safety and Licensing Board conducts such hearings as the Commission may authorize or direct; make such intermediate or final decisions as the Commission may authorize in proceedings to grant, suspend, revoke, or amend licenses or authorizations; and perform such other regulatory functions as the Commission deems appropriate.

1.	Memoranda to Panel Board Members	
	Memoranda of an informational nature on technical matters of use to full-time and part-time panel members. Arranged numerically by memorandum numbers within fiscal years.	
	a) Legal memos	Permanent. Offer to NARS when 20 years old.
	b) Technical memos	Permanent. Offer to NARS when 20 years old.
2.	Panel Board's Monthly Status Report to Commissioners	
	Reports from the Chairman of the Panel to the Commission summarizing the activities of the Board.	Destroy when 10 years old. Cut off files annually.
3.	Transcripts of ASLBP Hearings	
	Verbatim transcripts of the formal ASLBP hearings. These transcripts are filed in the Commission's Official Decisional Docket File (NRC Schedule I, Part 3, Item 1).	Destroy when no longer needed for reference.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	Minutes of Advisory Screening Committees	
	Minutes of each advisory screening committee and copies of other documents related to the minutes.	Retain for life of committee
5.	Advisory Screening Committee Consultant Personnel Files	
	Correspondence, reports, and other records pertaining to the qualifications and employment of outside technical advisors or consultants under contract with the Committees.	Destroy ten years after termination of contract.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 3. RECORDS OF THE OFFICE OF THE SECRETARY

The Office of the Secretary of the Commission develops policies and procedures for the provision of complete secretariat services required for the discharge of Commission business and implementation of Commission decisions. The Secretary advises and assists; the Commission, offices reporting directly to the Commission, and the Executive Director for Operations and his subordinate offices on the scheduling and conduct of Commission business. The Assistant Secretary performs functions of the Federal Advisory Committee Management Officer; maintains liaison with certain boards and advisory committees; and acts as FOIA coordinator for Commission documents.

1. Commission (SECY) Paper Files

Commission Papers, generally referred to as SECY Papers, are formal documents prepared by NRC staff offices, Commission staff offices, ACRS and Boards and Panels as the principal instrument by which the Commission receives recommendations for decision and information on significant matters. There are three categories of SECY papers: Policy Issue, Adjudicatory Issue, and Rulemaking Issue. Within each category, the differing types of decisional and informational processing are distinguished by color bands on the top and bottom of the first page.

a. Red banded SECY papers recommend decisions to be made at a Commission meeting.

b. Blue banded SECY papers recommend decisions to be made by notation voting.

c. Green banded SECY papers recommend decisions to be made at an Affirmation Session.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d. Black banded SECY papers identify matters referred to the Commission for information. A copy of all SECY papers are filed subjectively in the Secretariat Subject File (NRC Schedule I, Part 2, Item 1a).	
	a) Commission (Secy) Paper Comment Folders which are case files comprising the official record of the Commissioners' voting and their comments. Folders include a copy of the Secy Paper, vote sheets, and related comments and correspondence. Arranged numerically by Secy Paper Number.	Permanent. Offer to NARS when 20 years old.
	b) Other copies of Commission (Secy) Papers	Destroy when no longer needed for reference.
2.	Transcripts of Commission Meetings	
	Verbatim transcripts of open and closed meetings of the Commission. Arranged chronologically by date of meeting.	Permanent. Offer to NARS when 20 years old.
3.	Stenographic Tapes of Commission Meetings	
	a) Tapes of open meetings	Destroy when transcribed.
	b) Tapes of closed meetings	Destroy when two years old or later when a complete transcript has been disclosed, except that all tapes of TMI are to be retained until disposal has been authorized by the Office of General Counsel.
4.	Rulemaking Docket Files	
	Copies of rulemaking documents sent to the Office of the Federal Register for publication, and related correspondence and other documentation.	Destroy 5 years after the completion (through adoption or withdrawal) or rulemaking proceedings noticed in the Federal Register.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 4. RECORDS OF THE OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel directs matters of law and legal policy, providing advice and assistance to the Commission and to the Offices reporting to the Commission with respect to all activities of the NRC; reviews and prepares appropriate decisions on ASLAP decisions and rulings, public petitions seeking direct Commission action, and rulemaking proceedings involving hearings; represents and protects the interests of the NRC in court proceedings, and in relation to other government agencies, Committees of Congress, foreign governments, and members of the public.

1.	Litigation Case Files	
	Correspondence and copies of all papers filed in actions brought by or against the NRC. Arranged alphabetically by the name of the party involved in the suit.	Permanent. Transfer closed files to WNRC 7 years after cases are closed. Offer to NARS 20 years after cases are closed.
2.	Commission Memorandum File	
	Copies of memoranda to Commissioners containing legal opinions on a variety of subjects. Memoranda are numbered sequentially within years.	
	a) Record set consisting of one copy of each memorandum	Permanent. Transfer to WNRC when 10 years old. Offer to NARS when 20 years old.
	b) Other copies	Destroy when no longer needed.
3.	Legislative Files	
	Case files of legislation proposed by NRC consisting of proposals, staff comments, internal memos, correspondence with OMB, testimony, and draft bills. Arranged numerically by bill number or by subject if more than one bill is involved.	Permanent. Transfer to WNRC when 10 years old. Offer to NARS when 20 years old.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	PART 5. OFFICE OF CONGRESSIONAL AFFAIRS RECORDS	
	The Office of Congressional Affairs provides advice and assistance to the Commission and NRC staff on all NRC relations with Congress and views of Congress toward NRC policies, plans, and activities; maintains liaison with Congressional Committees and members of Congress on matters of interest to NRC; serves as primary contact point for all NRC communications with Congress, reviewing and concurring in all outgoing correspondence to members of Congress; participates in planning and developing NRC's legislative programs.	
1.	Congressional Correspondence Files	
	Correspondence with individual congressmen, chairmen of congressional committees, and their staffs relating to the activities and programs of the agency.	Cut off file every 2 years. Transfer to WNRC 2 years after file break. Destroy when 10 years old.
2.	Senate and House Members Profile Files	
	Files containing biographical information on members of the U.S. Congress.	Destroy when 5 years old or sooner if purpose has been served.
3.	Legislative Files	
	Copies of proposed House and Senate bills relating to NRC operation and related correspondence.	Destroy when legislation is passed or when no longer needed.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 6. RECORDS OF THE OFFICE OF INSPECTOR AND AUDITOR

The Office of Inspector and Auditor conducts investigations and inspections to ascertain and verify the integrity of all NRC operations; investigates allegations of NRC employee misconduct, equal employment opportunity and civil rights complaints; develops policies and standards governing the Commission's financial and management audit program, and administers Commission's day-to-day audit activities; serves as point of contact with the GAO on matters affecting NRC's financial and management audit function; makes such reports to the Commission as necessary to keep the Commission fully informed on its financial management responsibilities, and on the results of investigations and inspections; hears individual employee concerns regarding NRC operations and activities; refers criminal matters to the Dept. of Justice and maintains liaison with the Dept. of Justice and other law enforcement agencies.

1.	Audit and Inspection Files	
	Case files of internal audits and inspections and special projects of an audit or inspection nature initiated by the Office of Inspection and Auditor or requested by NRC management covering all aspects of agency operations both financial and programmatic. Included are audit and inspection reports and related records.	Hold closed cases in office 1 year after closing, then transfer to WNRC. Destroy 5 years after cases are closed.
2.	Investigation Files	
	Case files containing reports and related records on investigations of irregularities, the integrity of all NRC operations, employee misconduct, EEO and civil rights complaints, tort and personal property loss claims, and possible criminal activities, including the review of the Office of Inspection and Enforcement inspections and investigations for possible criminality. Also included are special investigations done at the request of NRC management officials.	

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a) EEO Cases.	See GRS 1, Item 26 for authorized disposition
	b) Cases relating to licensees, applicants, and their contractors and suppliers.	Disposition is to be made in accordance with the authorized disposition for Item 2.a) of Part 4, NRCS IV. For those cases where Item 2.a) does not apply, destroy 10 years after case is closed.
	c) Other cases	See NRCS I, Part 5, Item 11 for authorized disposition.

NRC SCHEDULE II

RECORDS OF THE COMMISSION

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 7. OFFICE OF POLICY EVALUATION

The Office of Policy Evaluation provides overall planning and management of activities involved in performance of an independent review of positions developed by the NRC staff which require policy determinations by the Commission; conducts analyses and projects either self-generated or requested by the Commission.

1.	Evaluation Background Files	
	Correspondence, working papers and reference files pertaining to the Office's evaluation of NRC staff positions preparatory to submission of final paper or product to the Commission. Final papers on products are filed in the program correspondence files of the Secretariat (NRC Schedule I, Part 2, Item 1.a)).	Destroy when no longer needed.

NRC SCHEDULE III

RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

The Advisory Committee on Reactor Safeguards reviews safety studies and applications for construction permits and facility operating licenses, and makes reports thereon; advises the Commission with regard to hazards of proposed or existing reactor facilities and the adequacy of proposed reactor safety standards; upon request of the Department of Energy (DOE), reviews and advises with regard to the hazards of DOE nuclear activities and facilities; reviews any generic issues or other matters referred to it by the Commission for advice. On its own initiative may conduct reviews of specific generic matters or nuclear facility safety-related items. Conducts studies of reactor safety research, prepares, and submits annually to the U.S. Congress a report containing the results of such study.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	General Program Correspondence Files	Apply the applicable disposition standards contained in NRCS #I, Part 2, subject to the record-keeping requirements imposed by the Federal Advisory Committee Act (PL-92-463).
2.	ACRS Members Personnel Files	
	Records pertaining to the background of individual members of the Committee and containing information on their activities during their membership with the Committee.	Retain for life of committee, then destroy immediately.
3.	Minutes of the Committee	
	a) Complete set of formal minutes of general and subcommittee meetings with all attachments. Arranged chronologically.	Permanent. Offer to NARS when 20 years old.
	b) Silver master of microfiche minutes prepared (without all attachments and containing some deletions) for Public Document Room use.	Destroy when no longer needed.
	c) Reference copies of microfiche.	Destroy when no longer needed.

NRC SCHEDULE III

RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	Transcripts of ACRS Meetings	
	Transcripts of verbatim accounts of all general and subcommittee meetings.	
	a) Paper copies of transcripts	Destroy when microfiche copies have been determined to be an adequate substitute for original records.
	b) Silver master and diazo duplicate of microfiche copies of transcripts	Permanent. Offer to NARS when two years old.
	c) Reference copies of microfiche	Destroy when no longer needed.
5.	Committee Files on Regulation Guidelines	
	Correspondence, memoranda, and reports pertaining to committee and public comments on the formulation of all NRC regulations relating to nuclear operating standards. Arranged numerically by NRC Regulatory Guide number.	Permanent. Offer to NARS when 20 years old.
6.	Consultant Personnel Files	
	Correspondence, reports, and other records pertaining to the qualifications and employment of outside technical advisors or consultants under contract with ACRS.	Destroy 10 years after termination of contract.
7.	Reports of Consultants	
	Reports submitted by advisory consultants, pertaining to various aspects of nuclear reactor safety.	
	a) Silver master and one diazo copy for each formal report	Permanent. Offer to NARS when 20 years old.
	b) Extra copies of reports in paper or microfilm form.	Destroy when no longer needed for reference.

NRC SCHEDULE III

RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	Annual Reports of the ACRS to the U.S. Congress	
	Reports pertaining to ACRS evaluation of the effectiveness of NRC effort in reactor safety research issued as NUREG documents and retained permanently in microfiche form (See NRCS I, Part 5, Item 9a2).	
	a) Paper copies of annual reports	Destroy when microfiche copies have been determined to be an adequate substitute for original records
	b) reference copies of microfiche	Retain for life of Committee
9.	Nuclear Reactor Project Files	
	Case files on individual nuclear reactors including correspondence memoranda, studies, reports, and analyses pertaining to nuclear safety-related matters. Arranged alphabetically by name of reactor.	Permanent. Offer to NARS 10 years after termination of license.
10.	Nuclear Power Plant Docket Files	
	Official records documenting licensing of the construction and operation of commercial nuclear reactors for power generation pursuant to Parts 2, 20, 50, 100 and 140 of Title 10, Code of Federal Regulations. Material consists of individual applicant case files, identified by assigned docket numbers, containing copies of all documents received or generated in the review, evaluation, and authorization stages of the licensing process. Sources of documents included in case files are: applicant utility organization; NRC/ Regulatory Offices; Federal and State agencies; safety boards and committees;	Maintain for life of Committee.

NRC SCHEDULE III

RECORDS OF THE ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	private organizations and parties; intervenors, and individuals commenting on licensing actions.	
11.	Classified Defense Information File	
	Reports, correspondence and other records pertaining to DOD reactors and to DOE production facilities. Arranged by subject.	Permanent. Offer to NARS when 20 years old.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

The operational activities of NRC carried out by several program and staff offices, are supervised and coordinated by the Executive Director for Operations (EDO). The EDO is also responsible for implementation of Commission policy directives pertaining to all program and staff offices reporting to him.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 1. RECORDS OF THE OFFICE FOR ANALYSIS AND EVALUATION OF OPERATIONAL DATA

The Office for Analysis and Evaluation of Operational Data is responsible for assuring the proper analysis of operational data associated with all NRC-licensed activities and the feedback of such analyses to improve safety. This office identifies key analyses to be conducted, taking into account such factors as postulated accident sequences and data availability; selects appropriate analytical techniques and propose data gathering mechanisms for data not currently available; conducts systematic safety analyses and evaluations of operational data to seek trends that would forecast a potential problem; develops recommendations to resolve problems revealed by operational data analyses and evaluations; provides analytical guidance to, accept technical input from, and coordinate efforts of, operational data analysis groups in other NRC offices; reviews overall NRC and industry response to assess implementation of recommended actions; and serves as focal point for interaction with ACRS and industry groups involved in operational data analysis and evaluation.

1.	Operational Data and Information Screening Files	
	Files consist of document control sheets describing AEOD's review of Licensee Event Reports (LERs) and other operational data and information submitted for final review.	Destroy when five years old or one year after completion of formal case study, whichever occurs first.
2.	Case Study Report Files	
	Copies of reports with all background documentation providing detailed information on formal evaluations of events with the highest potential risk to the public as identified by prior screening of LERs by AEOD engineers. Arranged numerically by case study number.	Permanent. Offer to NARS when 20 years old.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 2. RECORDS OF THE OFFICE OF THE EXECUTIVE LEGAL DIRECTOR

The Office of the Executive Legal Director provides the Executive Director for Operations and Offices reporting to the EDO with legal opinions and advice with respect to all activities of the NRC; provides interpretation of laws, regulations and other sources of authority, and the legal form and content of proposed official actions; represents and protects the interests of NRC in administrative proceedings before other administrative bodies; prepares or concurs in all contractual documents, interagency agreements, delegations of authority, regulations, orders, licenses, and other legal documents, and prepares legal interpretations thereof; reviews and directs patent work; represents the NRC in legal matters with government agencies, foreign governments, or the public, except for those matters specifically delegated to the General Counsel.

1.	Patent and Technical Data Files		
	a)	Invention dockets containing copy of invention disclosure and pertinent correspondence.	Destroy 10 years after file is closed.
	b)	Case files of U.S. patent applications containing record of invention disclosure, record of invention, draft of patent application with inventor's notes, copy of patent application as filed in Patent Office, pertinent correspondence, amendments, reports, and references as follows.	
		1) Abandoned patent applications	Destroy 10 years after application is abandoned
		2) Issued patents	Destroy 25 years after patent is issued.
	c)	Files on contracts, subcontracts, and purchase orders containing miscellaneous correspondence and related papers	Destroy 10 years after patent clearance.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	pertaining to negotiation of contract patent provisions, inventions or discoveries conceived under contract, reports and papers reviewed for patent clearance, and patent clearance of terminated contracts.	
d)	License agreement and assignment files containing license agreements and assignments in U.S. patents and pertinent correspondence regarding execution of license agreements and royalty payments.	Destroy 25 years after issuance of patent.
e)	Patent Agreement Forms, "Agreement Covering Discoveries, Inventions, and Improvements," signed by all employees at time of employment.	Destroy when 56 years old.
f)	Docket files containing findings determinations, and statements of reason, decisions, backup material, and correspondence with the Patent Compensation Board, U.S. Court of Appeals, and U.S. Court of Claims.	Destroy when 25 years old.
g)	Infringement files containing copies of patents which have been or possibly might be infringed; pertinent correspondence regarding use of patented process, device, or material; copies of purchase orders and other backup material; Court of Claims petitions and actions.	Destroy when 30 years old.
h)	Case files containing correspondence with contractors regarding U.S. patent applications referred for review under sections 151 and 152 of the Atomic Energy Act.	

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	1) 151 "C" Reports and Applications	Destroy 25 years after date of last action.
	2) 152 Applications	Destroy 10 years after patent expires.
i)	Ledgers and log record showing invention disclosures reported date, disposition, and U.S. office actions.	Destroy 10 years after last entry.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 3. RECORDS OF THE OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION AND CIVIL RIGHTS

The Office of Small and Disadvantaged Business Utilization and Civil Rights develops and implements, in cooperation with the Director, Division of Contracts and Directors of other affected Offices, specific policies and procedures to carry out the functions and duties of Sections 8 and 15 of the Small Business Act and Executive Order 12138, as they relate to the NRC. Provides focus for NRC efforts to assist small businesses, small businesses owned by socially or economically disadvantaged individuals, women-owned businesses, and firms in labor surplus areas.

1.	General Files	
	General correspondence, memoranda, reports, and other records pertaining to the implementation of the office's program of assisting small and disadvantaged businesses or required by amendments to the Small Business Act of 1958.	Destroy when 5 years old. Cut off file annually.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 4. INSPECTION AND ENFORCEMENT RECORDS

The records described in this schedule document the development of policies and implementation of programs for inspection and investigation of licensees, applicants, and their contractors and suppliers to: ascertain whether they are complying with NRC regulations, rules, orders and license conditions; identify conditions that may adversely affect public health and safety, the environment, or the safeguarding of nuclear materials and facilities; provide a basis for recommending issuance or denial of an authorization, permit or license; determine whether quality assurance programs meet NRC criteria; and recommend or take appropriate action regarding incidents or accidents. The records also document the development of policies and implementation of a program of enforcement action through the Headquarters and Regional offices.

1.	I&E Issuance Files	
	a) I&E Headquarters official or record set of formal issuances prepared by I&E staff consisting of I&E Circulars, Bulletins, and Information Notices.	Permanent. Offer to NARS when 20 years old.
	b) Regional office copies and other copies of issuances.	Destroy when no longer needed.
2.	Inspection and Enforcement Case Files	
	Files documenting the inspection activity and action relating to power reactors, byproduct, source and special nuclear material licensees, including copy of license, inspection and followup reports, inspectors' notes, enforcement action documents, final certification that premises are free of radiological contamination, and related documentation.	
	a) Official Case Files located in Regional Office determined by the NRC or the NARS to have exceptional value because of the highly significant nature of their contents or their uniqueness. Included are those	Permanent. Offer to NARS 20 years after termination of license.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	inspection files that relate to the docket records to be retained as archives identified in NRC Schedule I, Part 3, Item 5.a) i.e., those files that: 1. result in judicial decisions or legislation that affect the functions and activities of NRC; 2. result in significant changes in regulatory activities and procedures; or 3. were the subject of Congressional investigation or were of great public interest.	
b)	Other case files in Regional Offices except those described in 1) through 4) below.	Retire to WNRC after final certification. Destroy 10 years after final certification.
	1) Inspection Case Files of licenses under NRC jurisdiction which are allowed to expire or are terminated or superseded and not covered by 2.b,2) below.	Destroy 3 years after final certification.
	2) Unique or special cases and/or cases where licensees are required to make extensive decontamination efforts as a result of I&E clearance survey.	Destroy 20 years after final certification.
	3) Case files of both I&E Headquarters and Regional offices, consisting of material remaining after files are transferred to a State under agreement covering transfer of regulatory function.	Destroy 1 year after official file is transferred

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	4) All other inspection case files	Destroy 1 year after final certification.
	c) Copies of case files located in I&E Offices.	Destroy 1 year after final certification.
	d) All other copies in I&E, NMSS and Regional Offices:	Nonrecord. Destroy when 1 year old or earlier if no longer needed.
3.	Preliminary Notification of Event or Unusual Occurrence PNO, PNS Files	
	Headquarters and Regional office copies of preliminary reports to I&E Headquarters offices prepared by regional inspectors and I&E Headquarters constituting early notice of any significant event of possible safety or public interest. The information contained in reports is as initially received by telephone or other informal notification without verification of evaluation.	Destroy when 4 years old.
4.	I&E Manual	
	Record copy of the I&E Manual including all changes thereto.	Permanent. Offer to NARS at periodic intervals when superseded or obsolete.
5.	Safeguard Status Reports	
	Monthly computer printouts containing an inventory of all nuclear material located in NRC licensed facilities throughout the United States. Reports are derived from information furnished by regional inspectors.	Destroy when superseded by new report.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	Reports of Defects or Non-Compliance (Part 21 Reports) Numbered reports pertaining to non-compliance of law and regulations or defect made by a director or responsible officer of a firm constructing, owning, operating or supplying the components of any facility which is licensed or regulated by law. Reports are required by 10 CFR Part 21.	Destroy two years after matters reported have been resolved.
7.	I&E Daily Reports Reports containing items of interest proposed by I&E staff and distributed to I&E staff at both headquarters and field levels and other selected NRC offices, containing management information of interest to staff. Report is required by I&E Manual.	Destroy when 6 months old.
8.	Nuclear Material Accountability Worksheets Worksheets maintained by regional inspectors in accounting for nuclear materials located at NRC licensed facilities.	Destroy when superseded or no longer needed.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	PART 5. INTERNATIONAL PROGRAM RECORDS	
	The records described in this schedule document the planning, development, and implementation of programs of international cooperation and licensing of nuclear exports and imports, and the formulation of policies concerning nuclear exports and imports, international safeguards, and nonproliferation matters.	
	EXPORT/IMPORT AND INTERNATIONAL SAFEGUARDS RECORDS	
1.	Country Files	
	Files on individual foreign countries, including correspondence and other documents pertaining to international safeguards in handling nuclear materials, components and facilities, analyses of physical security, and agreements for cooperation. Filed alphabetically by name of country.	Permanent. Offer to NARS when 20 years old.
	INTERNATIONAL ARRANGEMENTS RECORDS	
2.	Country Files	
	Case files containing correspondence, studies, analyses, and copies of formal bi-lateral arrangements documents pertaining to NRC formal arrangements. Program to exchange nuclear regulatory and safety information and to cooperate on the development of regulatory and safety standards. Also included are copies of research agreements and related correspondence.	Permanent. Offer to NARS 10 years after file becomes inactive.
3.	Formal Arrangement and Agreement Files	
	Signed bi-lateral arrangement documents and original research agreements with foreign governments. Arranged alphabetically by name of foreign country.	Permanent. Cut off file when arrangement expires. Offer to NARS 10 years after expiration of arrangement.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	Foreign Visitor Files Correspondence, memoranda, reports, program curricula, biographical data pertaining to the visit to NRC of foreign nationals for the purpose of exchanging information on nuclear safety and safeguards.	
	a) Files on incidental visitors	Destroy when 5 years old. Cut off files annually.
	b) Files on visitors who have long term (3 to 6 months or longer) assignments working with NRC.	Destroy 10 years after termination of assignment.
5.	International Organization Files Correspondence, memoranda, reports, and other records pertaining to NRC involvement with international organizations regarding nuclear safeguards. Arranged alphabetically by name of organization.	Permanent. Cut off file when NRC involvement with organization terminates. Offer to NARS 10 years later or sooner if purpose has been served.
6.	Files of Department of State Cables and Atomic International Forum Wires Copies of State Department cables and AIF wires relating to nuclear regulations and safeguards sent to NRC for information.	Detroy when 1 year old. Cut off files annually.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 6. NUCLEAR MATERIAL AND SAFEGUARDS RECORDS

The records described in this schedule document NRC responsibility for ensuring public health and safety, protection of the national security, and protection of environmental values in the licensing and regulation of all facilities and materials licensed under the Atomic Energy Act of 1954, as amended, associated with the processing, transport and handling of nuclear materials, including the review and assessment of their safeguards against potential threats, thefts and sabotage.

1.	Process Operator License Files	
	Case files documenting the licensing of process operators in reprocessing plants including new and/or renewal applications, medical certificates, licenses and amendments, examinations and results, and related correspondence, including denial information.	
	a) Latest applications and related correspondence, license, examinations and results; all medical certificates and data; and all examiners reports.	Destroy 4 years after expiration or termination of license or issuance of denial letter.
	b) Superseded applications and related correspondence, licenses, examinations and results; denial letters.	Destroy when 2 years old or when superseded, whichever is later.
2.	Certificate of Compliance Files	
	Original of NRC Certificates of Compliance documenting approval of licensee transportation of radioactive materials package design under 10 CFR Part 71. These certificates are published by NRC and a copy of all certificates are filed in applicable docket file (Item 1 above).	Retain current certificates in notebook. Destroy when certificates are revised.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Quality Assurance Files	
	Originals of NRC 311 or its equivalent documenting NRC determination that licensee meets requirements of Sec. 71.51 of 10 CFR (Quality Assurance Program on Radioactive Material Packages).	Destroy 5 years after termination of license.
4.	Safety Evaluation Reports	
	NRC narrative reports and revisions describing actions taken by applicants and NRC an individual aspects of radioactive material package design under the requirement of 10 CFR Part 71.	Destroy in accordance with the authorized disposition for Item 7.a) and b) of Part 3, NRC Schedule I.
5.	Sealed Source and Device Review Files	
	Case files which document NRC review and approval of the design of sealed sources and/or devices containing licensed radioactive materials. A certificate or registration for sealed sources and/or devices is issued when the design is considered acceptable for licensing. Included are copies of applications, Certificates of Registration, safety analysis summaries and related correspondence.	Destroy in accordance with authorized disposition for Item 7.a) and b) of Part 3, NRC Schedule I.
6.	International Safeguards Program Office	
	ISPO Files Copies of reports developed by U.S. contractors under the Program for Technical Assistance to IAEA Safeguards (POTAS). The ISPO is a part of the Brookhaven National Laboratory and is responsible for coordinating the comments and development process of the POTAS reports. Also included in the files are correspondence	Permanent. Offer to NARS when 20 years old.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	between ISPO and NRC, DOE and DOJ and NRC response to ISPO requests for comments on draft reports and copies of final reports.	
7.	Source and Special (SS) Material Accountability System Files	
	a) SS Transfer Journals maintained by accountability stations as a continuing control record of contractor's inventories, to which are posted receipts and shipments of SS materials.	Destroy 3 years after date of last entry.
	b) SS Material Transfer Files (inter and intraplant transfers), consisting of records utilized to account for transfers from one unit to another within production plants or facilities, or between such plants.	Destroy when 3 years old.
	c) SS Material Shipping Form Files consisting of DOE/NRC Forms DP-741 or equivalent, used in the transfer of source and special nuclear materials, or other special nuclear materials, or other material controlled by the SS Materials Accountability System at Oak Ridge National Laboratory.	Destroy when 3 fiscal years old.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	PART 7. NUCLEAR REACTOR REGULATION RECORDS	
	The records described in this schedule document the NRC licensing functions associated with construction and operation of nuclear reactors and with receipt, possession, ownership, and use of special nuclear and byproduct material used at reactor facilities; the review of applications and issue of licenses for reactor facilities required to be licensed under the Atomic Energy Act of 1954, as amended, and the evaluation of health, safety, and environmental aspects of facilities and the development of sites; regulations; the analysis of reactor design concepts; the evaluation of methods of transporting nuclear materials and radioactive wastes on reactor sites; and the monitoring and testing of operating reactors, recommending upgrading of facilities and modification of regulations, as appropriate.	
1.	Antitrust Case Files Files consist of copies of licensee applications with antitrust information on applicant, correspondence with the Office of the Executive Legal Director and Department of Justice relating to findings on the applicant's financial background.	Destroy 20 years after license is approved.
2.	Reactor Operator and Senior Operator Docket Files Case files documenting the licensing of reactor operators and senior reactor operators including new and/or renewal applications, medical certificates, licenses and amendments, examination and results, related correspondence, including denial information.	
	a) Latest applications and related correspondence, license, examinations and results, all medical certificates and data; and all examiners reports.	Destroy 4 years after expiration or termination of license or issuance of denial letter.
	b) Superseded applications and related correspondence, licenses, examinations, and results; denial letters.	Destroy when 2 years or when superseded, whichever is later.

NRC SCHEDULE IV

RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	PART 8. RESEARCH RECORDS	
	The records on this schedule document the planning and implementation of the programs of nuclear regulatory research which the Commission deems necessary for the performance of its licensing and related regulatory functions.	
1.	Scientific and Technical Reports These are published and unpublished scientific and technical reports, as defined in NRC Manual Chapter 3202.	
	a) Record copy officially designated by the originating NRC office or contractor.	
	1) published reports	See NCRS I, Part 5, Item 9a for authorized disposition
	2) unpublished reports	Permanent. Offer to NARS in annual blocks when 20 years old.
	b) All other copies	Destroy when no longer needed for reference.
2.	Field Test Files Records that are accumulated at test sites and consists of various types of motion picture films, oscillograms, magnetic tapes, etc., on which are recorded raw or unevaluated data; and evaluation data resulting from study of above material, including memoranda, graphs, tabulations, reports, and related papers referred to collectively as "Reduced Data."	
	a) Raw test data, consisting of Mitchell camera film, Askania phototheodolite film, and Fastex film; trajectory	Destroy when 5 years old or 1 year after completion of final evaluation report of test project, whichever comes first.

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RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	data oscillograms, telemetry oscillograms, and magnetic tapes.	
	b) Reduced data as described above.	Destroy when no longer needed
3.	Rejected Research Project Proposals	
	Rejected proposals for research projects consisting of unsolicited contract proposals from individuals and organizations which on evaluation by NRC were determined to be unacceptable and were subsequently rejected.	Destroy 2 years after rejection
4.	Research Program Files	
	Program files consisting of various documents, data, and correspondence accumulated by divisions and offices responsible for the formulation, planning, direction, review, and evaluation of research and development in assigned areas.	Permanent offer to NARS when 20 years old.
5.	Research Project Case Files	
	Project Case Files reflecting the history of a project from initiation to completion, including research, design, and test results. Included are records such as: project proposal; review memoranda and comments; project authorizations and directives; copies of unpublished manuscripts, journal articles, and conference papers; progress reports; correspondence influencing the direction of the project; and lists of publications and films resulting from the project.	

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RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a) Case files deemed by the NRC, contractor, or the National Archives and Records Service to have exceptional value because of the highly significant nature of the research involved or uniqueness of the case file. Included are files that: 1. show development of new and significant techniques. 2. relate to new and significant methodology and materials. 3. were the subject of Congressional investigation or came under intensive public scrutiny. 4. result in judicial decisions or legislative activities affecting the functions and activities of the NRC. 5. result in significant changes in regulatory activities and functions of the NRC.	Permanent. Offer to NARS in annual blocks when 20 years old.
	b) All other case files.	Destroy when 15 years old.
6.	Experiment and Test Files Experiment and test records for research projects, as follows:	
	a) Record print of edited still and motion picture film resulting from experiments and tests.	Permanent. Offer to NARS when 20 years old.

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RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Raw test data consisting of instrumentation material such as film recorded charts, graphs, tapes, etc.	Destroy when 5 years old
	c) Plans and procedures for conducting the experiment or test.	Destroy when 5 years old.
7.	Laboratory Notebooks Scientists' notebooks containing scientific and technical data resulting from research work, as follows:	
	a) Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file except those described in 1) below.	Destroy 6 months after completion or termination of the related project(s).
	1) Notebooks containing data essential in establishing patent or invention rights.	Destroy when 25 years old or 6 months after completion or termination of the related project(s) whichever is later.
	b) All other notebooks.	Permanent. Offer to NARS 10 years after completion or termination of the related project(s).
8.	Research Background Files Records which are background papers and data which serve as backup to laboratory notebooks and scientific and technical reports.	

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a) Source data files, punch cards magnetic tapes, computer printouts, recorder charts, preliminary drawings, film, questionnaires, surveys, etc., used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature and used for reference in arriving at determinations in the conduct of research projects.	Destroy when the program manager determines that the records have no probable value.
	b) Summary data, and/or records reflecting significant findings or containing scientific data not duplicated elsewhere which serve as backup for notebook entries and/or reports.	Destroy when 7 years old.
9.	Original tracings of drawings, specifications, and photographs of completed product or apparatus	Permanent. Offer to NARS in annual blocks when 20 years old.

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RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PART 9. STANDARDS AND POLICY DEVELOPMENT RECORDS

The records in this schedule document the development and recommendation of rules, regulations and standards, and guides pertaining to: (a) radiological health, nuclear safety, and environmental protection related to licensed activities in siting, design, construction, and operation of nuclear reactors, other production and utilization facilities, and storage, processing, transfer and use of nuclear materials; and (b) physical protection of production and utilization facilities and nuclear materials subject to licensing, and safeguarding of nuclear materials held by NRC licensees. The records also pertain to the technical advice and assistance provided to the Commission and NRC Offices by the Office of Research on matters concerning public health and safety related to facilities and nuclear materials subject to licensing; environmental impact of construction and operation of facilities subject to licensing and of other licensed activities; and safeguarding and security of facilities and nuclear materials; and the coordination of the Commission's participation in IAEA standards-related activities. The Office of Research also serves as the principal point of contact for Commission with the American National Standards Institute and other organizations on matters concerning nuclear standards.

1.	Nuclear Safety Standards Program Files	
	Records accumulated in connection with the development of nuclear safety standards and guides pertaining to the siting of suitable location, design of nuclear power plants, etc. Included are draft standards and guides, comments from staff offices and the public and related records. Standards are formally published as NRC Regulations NUREGS, Guides or Technical Specifications, which are retained permanently in microfiche form (See NRCS I, Part 5, Item 9a2).	Destroy when 20 years old.

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RECORDS OF EXECUTIVE OPERATIONS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
PART 10.	STATE PROGRAM RECORDS	

The records in this schedule document the review and direction of NRC programs of cooperation and liaison with States, local governments, and interstate organizations and the administration of the State Agreements program; NRC guidance and assistance to State and local governments in radiological emergency response planning and operations and training for State and local government personnel in radiation control and radiological emergency response programs; The records also pertain to the coordination of the development of NRC national emergency preparedness program and cooperation with other U.S. Government agencies having State and interstate responsibilities in this area.

1.	Agreement State Files	
	a) Copies of State enabling legislation cooperative agreements between NRC and State government agencies, and Commission papers on the Agreements.	Permanent. Offer to NARS 5 years after any revocations or termination of agreement.
	b) Review meeting reports and correspondence with individual Agreement States.	Permanent. Offer to NARS when 5 years old.
2.	Non-Agreement State Files	
	Copies of State Acts pertaining to nuclear regulatory matters and related correspondence with individual non-Agreement States.	Destroy when 10 years old.
3.	Health Training Files	
	Correspondence and reports pertaining to the presentation of and attendance at individual NRC-sponsored training courses for Agreement State personnel. Courses pertain to radiation control and radiological response programs.	Destroy when 3 years old or sooner if purpose has been served.
4.	State Legislation Files	
	Copies of proposed State legislation relating to nuclear control and regulations obtained for NRC by	Destroy when no longer needed for reference.

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	contractor. Information is used in the preparation of the Information Report and State Legislation (Item 5 below)	
5.	Information Report on State Legislation	
	Summary report published bimonthly reflecting individual States' legislation pertaining to nuclear regulatory matters.	
	a) Record set of each report maintained by Office of State Programs.	Permanent. Offer to NARS in biannual blocks when 5 years old.
	b) Other copies	Destroy when no longer needed.

GENERAL RECORDS SCHEDULES (GRS) 1-22

INTRODUCTION TO THE GENERAL RECORDS SCHEDULES

General Records Schedules (GRS) are issued by the Administrator, General Services Administration, to provide disposition standards for records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal functions, accounting, procurement, communications, printing, security, and other common or housekeeping functions; and certain non-textual records.

These schedules, as issued by GSA, have been modified or tailored for use throughout NRC while observing the basic format and mandatory legal requirements of the General Records Schedules. In those instances where NRC has special records retention requirements for certain common-type records, users will be referred to disposition instructions contained in the applicable NRC Schedules (NRCS). Any records series described in the GRS which are not to be found in the NRCS are noted "Not Applicable to NRC" in the Authorized Disposition column.

The General Records Schedules are intended to cover only record copies. Extra copies of documents used solely for reference are non-record and may be destroyed at the discretion of the users.

If copies of documents covered by these schedules are part of a subject or case file which documents activities different from those covered by the schedules, they should be treated in the same manner as the files of which they are a part as covered by applicable NRCS.

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GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

Civilian personnel records relate to the supervision over and management of Federal Civilian Employees. This schedule covers the disposition of all official personnel folders of civilian employees and all other records relating to civilian personnel, wherever located in the Agency.

The most important types of records, the Official Personnel Folders and Service Record Cards, are maintained according to the Office of Personnel Management's Federal Personnel Manual Supplement 293-31, which prescribes a system of record-keeping for all Federal personnel offices.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Official Personnel Folders.	
	Records filed on the right side of the Official Personnel Folder (OPF). (See GRS 1, Item 10 for disposal of papers on the left or "temporary" side of the OPF.)	
	a. Folders covering periods of employment terminated prior to January 1, 1921.	Not applicable to NRC
	b. Folders covering periods of employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Service for permanent retention.	
	(1) Transferred employees	See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.
	(2) Separated employees.	Transfer folder to National Personnel Records Center (CPR) St. Louis, Missouri, 30 days after separation. NPRC will destroy 75 years after

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		birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years.
2.	Service Record Cards.	
	Service Record Card (Standard Form 7 or its equivalent).	
	a. Cards for employees separated or transferred on or before December 31, 1947.	Transfer to NPRC (CPR) St. Louis, Missouri. Destroy 60 years after earliest personnel action date.
	b. Cards for employees separated or transferred on or after January 1, 1948.	Destroy 3 years after separation or transfer of employee.
3.	Personnel Correspondence and Subject Files.	
	a. Files relating to the general administration and operation of personnel functions and including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special careers (Summer Aide, Intergovernmental Affairs Fellowship, Stay in School, etc.) programs, examinations, paid recruitment advertising, executive development program, merit promotion, employee safety program, and others not specifically described elsewhere in this schedule, excluding those at agency staff planning levels.	Destroy when 3 years old.
	b. Correspondence, reports, memoranda, and other records relating	Destroy when 5 years old.

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	to employment programs and function, and manpower management and evaluation, including experts and consultants, overseas employment, reemployment rights, employee transfer and detail, and excepted positions.	
4.	Offers of Employment Files.	
	Correspondence, letters, and telegrams offering appointments to potential employees.	
	a. Accepted offers.	Destroy immediately.
	b. Declined offers.	
	(1) Temporary or excepted appointment.	File inside application (see item 15 of this schedule).
	(2) All others.	Destroy immediately.
5.	Certificates of Eligibles Files.	
	Certificates of eligibles with related requests, forms, vacancy announcements, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.	Destroy when 2 years old.
6.	Employee Record Cards.	
	Employee record cards used for informational purposes outside personnel offices (such as SF 7-b).	Destroy on separation or transfer of employee.
7.	Position Classification Files.	
	a. Position Classification Standards Files.	

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	(1) Standards. OPM standards determining title, series, and grade based on duties, responsibilities, and qualifications requirements.	Destroy 5 years after position is abolished or description is superseded.
	(2) Development. Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the NRC.	
	(a) Case File.	Destroy 5 years after position is abolished or description is superseded.
	(b) Review File.	Destroy when 2 years old.
	b. Position Descriptions.	
	Files describing established positions including information on title, series, grade, duties and responsibilities.	
	(1) Record copy.	Destroy 5 years after position is abolished or description superseded.
	(2) All other copies.	Destroy when position is abolished or description superseded.
	c. Survey Files.	
	(1) Classification Survey Reports. Survey reports on various positions prepared by classification specialist, including periodic reports such as Annual Whitten Amendment report and Annual Supergrade Position Report.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(a) Office of origin.	Destroy when 3 years old or 2 years after regular inspection whichever is sooner.
	(b) Inspection, Audit and Survey Files. Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluations.	Destroy when obsolete or superseded.
	d. Appeals Files.	
	Case files relating to classification appeals.	Destroy 3 years after case is closed.
8.	Interview Records.	
	Correspondence, reports and other records relating to interviews with employees.	Destroy 6 months after transfer or separation or employee.
9.	Performance Rating Board Case Files.	
	Copies of case files forwarded to OPM relating to performance rating board reviews.	Destroy 1 year after case is closed.
10.	Temporary Individual Employee Records.	
	All copies of correspondence and forms maintained of the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31.	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.
11.	Position Identification Strips.	
	Strips such as Standard Form 7D, used to provide summary data on each position occupied.	Destroy when position is cancelled or new strip is prepared.
12.	Employee Awards Files.	
	a. General awards records.	
	(1) Case files including recommendations, approved nominations, memoranda,	Destroy 2 years after approval or disapproval.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	
	(2) Correspondence or memoranda pertaining to awards from other government agencies or private organizations.	Destroy when 2 years old.
	b. Length of Service and Sick Leave Awards File.	
	Records including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees.	Destroy when 1 year old.
	c. Letters of Commendation and Appreciation.	
	Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder.	Destroy when 2 years old.
	d. Lists of Indexes to Commission Award Nominations.	
	Lists of nominees and winners, and indexes of nominations.	Destroy when superseded or obsolete.
	e. Commission Level Awards Files.	See NRCS #I, Part 5, Item 1 for authorized disposition.
13.	Incentive Awards Program Reports.	
	Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14.	Notifications of Personnel Action.	
	Standard Form 50 documenting initial employment, promotions, transfers, in or out, separation, and all other individual personnel actions, exclusive of those in Official Personnel Folders.	
	a. Chronological file copies, including fact sheets, maintained in personnel offices.	Destroy when 2 years old.
	b. All other copies maintained in personnel offices.	Destroy when 1 year old.
15.	Employment Applications.	
	Applications (Standard Form 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the Official Personnel Folder (see item 1 of this schedule).	Destroy when 2 years old, providing the requirements of the Federal Personnel Manual, Chapter 333, Section A-4 are observed.
16.	Personnel Operations Statistical Reports.	
	Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old.
17.	Correspondence and Forms Files.	
	Operating personnel office records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.	
	a. Correspondence and forms relating to pending personnel actions.	Destroy when action is completed.
	b. Retention Registers.	
	(1) Registers from which reduction-in-force actions have been taken.	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) Registers from which no reduction-in-force actions have been taken.	Destroy when superseded or obsolete.
	c. All other correspondence and forms.	Destroy when 6 months old.
18.	Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices.	
	a. Supervisor's Personnel Files.	
	Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions; copies of position descriptions; requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.
	b. Duplicate Documentation.	
	Other copies of documents duplicated in Official Personnel Folders not provided for elsewhere in this schedule.	Destroy when 6 months old.
19.	Individual Health Record Files.	
	Cards which contain such information as date of employee's visit, diagnosis and treatment.	Destroy 6 years after date of last entry.
20.	Health Unit Control Files.	
	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units.	
	a. If information is summarized on statistical reports.	Destroy 3 months after last entry.
	b. If information is not summarized.	Destroy 2 years after last entry.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
21.	Individual Employee Health Case File.	
	Forms, correspondence and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, EXCLUDING pre-employment physical examinations and disability retirement and fitness for duty examinations which are filed in the Official Personnel Folder (OPF) upon separation of employee (Ref: FPMS 293-31). Those records not required for filing in the OPF, if not retained by the agency, may be transferred to the local Federal Records Center. Under no circumstances should these files be sent to the National Personnel Records Center (CPR). Note: see NRCS I, Part 4 for other NRC health and medical files.	In compliance with NARS Bulletin FPMR B-112 suspend destruction of these records until further notice.
22.	Statistical Summaries.	
	Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.	Destroy 2 years after date of summary or report.
23.	Performance Rating Records.	
	a. Certificates of performance rating.	Destroy when 2 years old.
	b. General or case files of forms, memoranda, and correspondence.	Destroy when 3 years old.
	c. Appeals Files.	
	Memoranda, correspondence and other records relating to employee appeals of performance rating.	Destroy 3 years after final settlement of case.
24.	Motor Vehicle Operation Files.	
	See GRS 10, Item 7.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
25.	Conflict of Interest Case Files.	
	Statements of employment and financial interests and related records.	Destroy 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required.
26.	Equal Employment Opportunity Records.	
	a. Official Discrimination Complaint Case Files.	
	Originating agency file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 29 CFR 1013.22.	
	Cases resolved with the Commission by EEOC or by a U.S. Court.	Destroy 4 years after resolution of case.
	b. Copies of Complaint Case Files.	
	Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case File.	Destroy 1 year after resolution of case.
	c. Background Files.	
	Background records not filed in the Official Discrimination Complaint Case Files.	Destroy 2 years after final resolution of case.
	d. Compliance Records.	
	(1) Compliance Review Files	Destroy when 7 years old.
	Reviews, background papers and correspondence relating to contractor employment practices.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) EEO Compliance Reports	Destroy when 3 years old.
	e. Employee Housing Requests.	
	Forms requesting agency assistance in housing matters, such as rental or purchase.	Destroy when 1 year old.
	f. Employment Statistics Files.	
	Employment statistics relating to race and sex.	Destroy when 5 years old.
	g. EEO General Files.	
	General Correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and Commission EEO Committee meeting and records including minutes and reports.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
	h. EEO Affirmative Action Plans (AAP).	
	(1) Commission copy of consolidated AAP(s).	Destroy 5 years from date of plan.
	(2) Commission feeder plan to consolidated AAP(s).	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
27.	Personnel Counseling Records	
	a. Counseling files.	
	Reports of interviews, analyses and related records.	Destroy 3 years after termination of counseling.
	b. Alcohol and Drug Abuse Program.	
	Records created in planning, coordinating and directing an alcohol and drug abuse program.	Destroy when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
28.	Standards of Conduct Files.	
	Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.	Destroy when obsolete or superseded.
29.	Labor Management Relations Records.	
	a. Labor Management Relations General and Case Files.	
	Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:	
	(1) Office negotiating agreement.	Destroy when 5 years old.
	(2) Other offices.	Destroy when superseded or obsolete.
	b. Labor Arbitration General and Case Files.	
	Correspondence, forms, and background ground papers relating to labor arbitration cases.	Destroy 5 years after final resolution of case.
30.	Training Records.	
	a. Training Aids.	See NRCS #I, Part 5, Item 13 for authorized disposition.
	b. General file of agency-sponsored training.	
	(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) Background and workpapers.	Destroy when 3 years old.
	c. Employee training.	
	Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.
	d. Course Announcement Files.	
	Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.	Destroy when superseded or obsolete.
31.	Grievance, Disciplinary and Adverse Action Files.	
	a. Grievance, Appeals Files (5 CFR 771).	
	Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	Destroy 3 years after case is closed.
	b. Adverse Action Files (5 CFR 752).	
	Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting	Destroy 4 years after case is closed.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand.	
32.	Personal Injury Files.	
	Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Official Personnel Folder and copies submitted to the Department of Labor.	Destroy when 5 years old.
33.	Temporary Records Relating to Promotions.	
	Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING any records that duplicate information in the promotion plan, in the Official Personnel Folders, or in other personnel records.	Destroy 2 years after the personnel action or after the action has been audited by OPM, whichever is sooner.

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Bureau of Retirement, Insurance, and Occupational Health of the OPM; (b) files physically transmitted to the General Accounting Office or maintained in Commission space for audit under section 117(b) of the Budget and Accounting Procedures Act of 1950; (c) records relating to tax withholding, savings bonds, or fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; (d) or to Office of Management and Budget files reflecting agency personnel needs and problems.

Papers required by the Comptroller General to be maintained for site audit are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without the written approval of the Comptroller General, as required by 82 Stat. 1301 (44 U.S.C. 3309). NRC pay accounts are prepared and maintained in accordance with Title 6--Pay, Leave, and Allowances and incorporated in the GAO Manual for Guidance of Federal agencies.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Individual Accounts Files.	
	Individual earning and service cards, such as Standard Form 1127 or equivalent.	Transfer to the National Personnel Records Center (NPRC), St. Louis, Missouri. (a) If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, destroy with the OPF. (See GRS 1, Item 1.) (b) If not in or filed adjacent to the OPF, destroy 56 years after the date of the last entry on the card.
2.	Payroll Correspondence Files.	
	General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Time and Attendance Report Files.	
	Form such as Standard Form 1130 or equivalent.	
	a. Payroll preparation and processing copies.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b. All other copies.	Destroy 6 months after the end of the pay period.
4.	Individual Authorized Allotments Files.	
	a. U.S. Savings Bond Authorization, Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns.	
	(1) If record is maintained on earning record card.	Destroy when superseded or after separation of employee. If employee transfers within the Comission or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. 6020.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations.
	(2) If record is not maintained elsewhere.	Destroy 3 years after supersession or 3 years after separation of employee. See (1) above for transfer instructions.
	b. All other authorizations, including union dues and savings.	
	(1) If record is maintained on earning record card.	Destroy when superseded or after transfer or separation of employee.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) If record is not maintained elsewhere.	Destroy 3 years after supersession or 3 years after transfer or separation of employee.
5.	Bond Registration Files.	
	Issuing agent's copies of bond registration stubs.	Destroy when 2 years old.
6.	Bond Receipt and Transmittal Files.	
	Receipts for and transmittals of U.S. Saving Bonds and checks.	Destroy 3 months after date of receipt.
7.	Bond Purchase Files.	
	Forms and reports with related papers pertaining to deposits and purchases of bonds.	Destroy when 3 years old.
8.	Leave Application Files.	
	Application for Leave, SF 71, or equivalent, and supporting papers relating to requests for and approval of taking leave.	
	a. If the timecard has been initialed by the employee.	Destroy at the end of the applicable pay period.
	b. If the timecard has not been initialed by the employee.	Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	Leave record cards maintained separately from pay and earnings records, including SF 1130 when used as a leave record.	
	a. Pay or fiscal copies.	Destroy when 3 years old.
	b. Other copies.	Destroy 3 months after the end of the period covered.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10.	Leave Data Files.	
	Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3.	
	a. Original copy of SF 1150.	File on right side of official personnel folder. See GRS 1, item 1.
	b. All other copies.	Destroy when 3 years old.
11.	Notification of Personnel Action Files.	
	Copies of SF 50 or equivalent, not filed in the Official Personnel Folder.	
	a. Pay or fiscal copy.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.
	b. All other copies.	See GRS 1, item 14.
12.	Budget Authorization Reference Files.	
	Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded.
13.	Payroll files.	
	Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1013, SF 1128A, or equivalents.	
	a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with related papers.	Destroy when Federal Records Center receives second subsequent payroll or checklist covering the same payroll unit.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. All other copies.	
	(1) If earning record card is maintained.	Destroy after GAO audit or when 3 years old, whichever is earlier.
	(2) If earning record card is not maintained.	Transfer to NPRC, St. Louis, Missouri when 3 years old. Destroy when 10 years old.
14.	Payroll Control Files.	
	Payroll control registers such as SF 1125A.	Destroy after GAO audit or when 3 years old, whichever is sooner.
15.	Payroll Change Files.	
	Payroll change slips, exclusive of those of the OPF, such as SF 1126.	
	a. Copy used in GAO audit.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.
	b. Disbursing officer copy used in preparing checks.	Destroy after preparation of check.
	c. All other copies.	Destroy 1 month after the end of the pay period.
16.	Fiscal Schedules Files.	
	Memorandum copies of fiscal schedules used in the payroll process.	
	a. Copy used in GAO audit.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b. All other copies.	Destroy 1 month after the end of the pay period.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17.	Administrative Payroll Report Files.	
	Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
	a. Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other reports and data.	Destroy when 3 years old.
18.	Tax Files.	
	a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 4 years after form is superseded or obsolete.
	b. Returns on income taxes such as IRS Form W-2.	Destroy when 4 years old.
	c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when 4 years old.
19.	Income Tax Return Files.	
	See Item 18b of this schedule.	
20.	Tax Report Files.	
	See Item 18c of this schedule.	
21.	Retirement Files.	
	a. Reports and registers.	
	Reports, registers or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	Destroy when 3 years old.
	b. Assistance Files.	
	Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Deduction files.	
	SF 2806 or equivalent and other records used to document retirement deductions of individual employees.	See GRS 1, Item 1.
22.	Insurance Deduction Files.	
	Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Destroy when 3 years old.
23.	Levy and Garnishment Files.	
	Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy when 3 years old.
24.	Wage Survey Files.	
	Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Destroy after completion of second succeeding wage survey.

GENERAL RECORDS SCHEDULE 3

Procurement, Supply, and Grant Records

Procurement and supply records document the acquisition of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The basic procurement files reflect a considerable range of procedure, from simple small purchase to complicated prime contractor and subcontractor operations.

Frequently copies of procurement papers become integral parts of other files in the Commission, such as project files of various types or general subject files pertaining to program operations; such copies are not covered by this schedule, but rather in NRCS I through IV.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Records documenting procurement and supply are largely standardized by various regulations of the Comptroller General and the Administrator of General Services.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file include, in addition to the purchase document, specifications, bids, schedules of delivery, initiating requisition, invoices, and correspondence. Other copies of these documents, made for expediting and other administrative purposes, are scattered throughout the inspection, shipping, expediting, and other units within the Office of Administration.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Unique Procurement Files.	Not applicable to NRC.
2.	Real Property Files.	Not applicable to NRC.
3.	General Correspondence Files.	
	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Destroy when 2 years old.
4.	Routine Procurement Files.	
	Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1, 2, 13, and 15).	
	a. Procurement or purchase organization copy, and related papers.	
	(1) Transactions of more than $10,000 and all construction contracts exceeding $2,000, dated subsequent to July 25, 1974.	Destroy 6 years and 3 months after final payment. (Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after 2 years.)
	(2) Transactions of $10,000 or less and construction contracts under $2,000, dated subsequent to July 25, 1974; and transactions of $2,500 or less dated prior to July 26, 1974.	Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)
	(3) Transaction of more than $2,500 dated prior to July 26, 1974.	Destroy 6 years after final payment.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy when termination or completion.
5.	Supply Management Files.	
	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).	
	a. Copies received from other units for internal purposes or for transmission to staff agencies.	Destroy when 2 years old.
	b. Copies in other reporting units, and related work papers.	Destroy when 1 year old.
6.	Bid/Proposal Files.	
	a. Successful or unsuccessful bids and proposals.	Apply provisions of Item 4.
	b. Lists or cards of acceptable bidders.	Destroy when superseded or obsolete.
7.	Public Printer Files.	
	Records relating to requisitions on the Printer, and all supporting papers.	
	a. Printer procurement unit copy of requisition, invoice, specifications, and related papers.	Destroy 3 years after completion or cancellation of requisition.
	b. Accounting copy of requisition.	Destroy 3 years after period covered by related account.
8.	Nonpersonal Requisition File.	
	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6).	Destroy when 1 year old.
9.	Inventory Requisition File.	
	Requisitions for supplies and equipment for current inventory.	
	a. Stockroom copy	Destroy 2 years after completion or cancellation of requisition.
	b. All other copies.	Destroy when 6 months old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10.	Inventory Files.	
	a. Inventory lists.	Destroy 2 years from date of list.
	b. Inventory cards.	Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.	Destroy 2 years after date of survey action or date of posting medium.
11.	Telephone Records.	
	Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
12.	Contractors' Payroll Files.	
	Contractors' payroll (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.
13.	Tax Exemption Files.	
	Tax exemption certificates and related papers.	Destroy 3 years after period covered by related account.
14.	Grant Application Files.	
	Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.	
	a. Rejected applications.	Destroy 5 years after rejection.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Accepted applications.	See Item 15 of this schedule.
15.	Grant Case Files.	
	Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets.	See NRCS I, Part 5, Item 6 for authorized disposition.
16.	Grant Control Files.	
	Indexes, registers, logs or other records relating to control or assigning numbers or identifying projects, applications and grants.	Destroy when superseded or obsolete.
17.	Grant Correspondence and Subject Files.	
	a. Correspondence and/or subject files including memoranda, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.	See NRCS I, Part 2, Item 1 for authorized disposition.
	b. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	See NRCS I, Part 2, Item 1 for authorized disposition.
18.	Final Product Files.	
	Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.	See NRCS I, Part 5, Item 9 for authorized disposition.

GENERAL RECORDS SCHEDULE 4

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. The act creating the General Services Administration transferred to the new agency the functions of the former War Assets Administration relating to property disposition.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under GSA regulations:

a. Standard Form 114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, and other notices of sale, invoices, and sales slips.

b. Standard Forms 120, Report on Excess Personal Property and 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Form 120 reports personal property which is excess to the agency reporting to the regional General Services Administration offices, which initiate screening action. The quarterly reports are submitted to the Office of Personal Property, Utilization and Disposal Service, General Services Administration, which consolidates the data.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Surplus Property Precedential Case Files.	Not applicable to NRC.
2.	Property Disposal Case Files.	
	Case files on disposal of surplus real and related personal property.	Not applicable to NRC.
3.	Excess Real Property Reports.	Not applicable to NRC.
4.	Property Disposal Correspondence Files.	
	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 years old.
5.	Excess Personal Property Reports.	Destroy when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	Surplus Property Case Files. Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1 and 2).	
	a. Transactions subsequent to July 25, 1974, of more than $10,000; and transactions prior to July 26, 1974, of more than $2,500.	Destroy 6 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 2 years thereafter.)
	b. Transactions subsequent to July 25, 1974, of $10,000 or less; and transactions prior to July 26, 1974, of $2,500 or less.	Destroy 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and destroy except that files on which actions are pending will be brought to the next fiscal year's files for disposal therewith.)
7.	Real Property Files.	Not applicable to NRC.

GENERAL RECORDS SCHEDULE 5

Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in NRC in the course of formulating its budget for submission to the Office of Management and Budget and to the Congress; in defending its requests for funds before both bodies; and after enactment of an appropriation bill, in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. The funds are made available to the agency by the Office of Management and Budget (OMB), usually in quarterly portions, and the agencies must indicate and justify regularly to OMB their proposed rate of expenditure. After the funds have been made available to the agency, its own controls over the funds are in its expenditure accounting records (Schedule 7) and detailed information relative to expenditures is contained in the accountable officers' account (Schedule 6).

Budget records are normally created at many levels within the NRC organization. They show proposals from all operating levels as well as the agency-wide coordinating work done by the Division of Budget, Office of the Controller. Therefore the records consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared and forwarded to the Division of Budget, and the records of the Division of Budget pertaining to the budget submission for the entire Commission.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Budget Policy Files.	See NRCS I, Part 5, Item 1 for authorized disposition.
2.	Budget Estimates and Justifications Files.	See NRCS I, Part 5, Item 1 for authorized disposition.
3.	Budget Correspondence Files.	
	Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, or in Item 1, Part 5 of NRCS I.	Destroy when 2 years
4.	Budget Background Records.	
	Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in item 2.	Destroy 1 year after the close of the fiscal year covered by the budget.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	Budget Reports Files.	
	Periodic reports on the status of appropriation accounts and apportionment.	
	a. Annual report (end of fiscal year).	Destroy when 5 years old.
	b. All other reports.	Destroy 3 years after the end of the fiscal year.
6.	Budget Apportionment Files.	
	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Destroy 2 years after the close of the fiscal year.

GENERAL RECORDS SCHEDULE 6

Accountable Officers' Accounts Records

This general schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office.

Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to the General Accounting Office since he accomplishes the actual payment of public monies to proper Federal creditors; and (c) the certifying officer, whose signature on a summary attests to authenticity of vouchers listed on the schedule.

Disbursements for NRC are made by the Chief Disbursing Office of the Treasury, who heads the Division of Disbursement of the Bureau of Government Financial Operations within the Treasury Department. Since July 1949, disbursements have been made for most agencies on the basis of certified schedules, with the detailed vouchers held in agency space for site audit by the General Accounting Office. This procedure was extended and confirmed by General Accounting Office General Regulations No. 115, issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Forms 1166 and 1167) for use by all agencies effective July 1, 1952, and formally eliminated the transfer to vouchers of the Chief Disbursing Officer.

This schedule includes records held for onsite audit by the General Accounting Office, as described in Item 1a below. Under onsite audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in agency space for the General Accounting Office auditors. Section 5 of the Post Office Department Financial Control Act of 1950 and Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that audit shall be conducted at the site) require agencies to retain these records, which are under General Accounting Office cognizance. The General Accounting Office has given general authority to all agencies, if the records are no longer required for administrative purposes, to transfer all audited records and any unaudited records more than one full fiscal year old to Federal Archives and Records Centers. However, to transfer unaudited accountable officers' accounts less than one year old, permission must be obtained from the Director, Office of Administrative Services, GAO.

Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Commission copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Accountable Officers' Files.	
	a. Original or ribbon copy of accountable officers' accounts maintained in the Commission for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents, supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited, in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule. Site audit records include, but are not limited to, the Standard Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above. SF 224, Statement of Transactions SF 1034, Public Voucher for Purchases and Services Other Than Personal SF 1036, Statement of Certificate and Award SF 1047, Public Voucher for Refunds SF 1069, Voucher for Allowance at Foreign Posts of Duty SF 1080, Voucher for Transfer Between Appropriations and/or Funds SF 1081, Voucher and Schedule of Withdrawals and Credits SF 1096, Schedule of Voucher Deductions	Destroy 6 years, 3 months after period covered by account.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	SF 1097, Voucher and Schedule to Effect Correction of Errors SF 1098, Schedule of Cancelled Checks SF 1113, Public Voucher for Transportation Chargers SF 1114, Bill of Collection SF 1114A, Official Receipt SF 1114B, Collection Voucher SF 1129, Reimbursement Voucher SF 1143, Advertising Order SF 1145, Voucher for Payment Under Federal Tort Claims Act SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee SF 1156, Public Voucher for Fees and Mileage of Witness SF 1166, Voucher and Schedule of Payments SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies SF 1218, Statement of Accountability (Foreign Service Account) SF 1219, Statement of Accountability SF 1220, Statement of Transactions According to Appropriation, Funds and Receipt Accounts SF 1221, Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)	
b.	Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this schedule, and excluding freight records covered by Schedule 9 and payroll records covered by Schedule 2.	Destroy 3 years after the period of the account.
2.	GAO Exceptions Files.	
	General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Certificates Settlement Files.	
	Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related records.	
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Destroy 2 years after date of settlement.
	b. Certificates covering periodic settlements.	Destroy when subsequent certificate of settlement is received.
4.	General Fund Files.	
	Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit (SF 201, 209, and 219), other than those records covered by Item 1 of this schedule.	Destroy when 3 years old.
5.	Accounting Administrative Files.	
	Correspondence, reports and data relatng to voucher preparation, administrative audit, and other accounting and disbursing operations.	
	a. Files used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other files.	Destroy when 3 years old.
6.	Federal Personnel Surety Bond Files.	
	a. Official copies of the bond and attached powers of attorney.	
	(1) Bonds purchased prior to January 1, 1956.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955.	Destroy 15 years after the end of the bond premium period.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Other bond files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end of the bond premium period.
7.	Gasoline Sales Tickets.	
	Hard copies of sales tickets filed in support of paid invoices for credit card purchases of gasoline.	Destroy after GAO audit or when 3 years old, whichever is sooner.
8.	Telephone Toll Tickets	
	Originals and copies of toll tickets filed in support of telephone toll call payments.	Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	Telegrams.	
	Originals and copies of telegrams filed in support of telegraph bills.	Destroy after GAO audit or when 3 years old, whichever is sooner.

GENERAL RECORDS SCHEDULE 7

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by agencies to show in summary fashion how their funds, appropriated and non-appropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the accounting systems. These ledgers summarize the financial status and financial transactions of the NRC, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in Commission custody. They are controls that serve not only as central fiscal records, but also a primary source of data for top management concerned with NRC solvency, with expenditures and with program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and papers further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for NRC purposes and thereby provide a safeguard against over expenditure by operating officials. The allotment ledgers are general controls over expenditures, and they in turn summarize and are supported by more detailed controls that normally take the form of project or job orders which authorize exact and specific expenditure.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

a. Copies of various obligation or expenditure documents, such as vouchers and schedules, which flow through the ledger unit for posting.

b. Journal vouchers and similar internal control documents created to authorize and convey entires to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source for the data included in the basic apportionment reports to the OMB and the Treasury Department, and overall reports of Commission fiscal condition which may be required by the General Accounting Officer (Schedules 6 and 8). The adequacy for audit purposes of the general ledger accounts is normally considered by General Accounting Officer auditors to be indicative of the suitability of the Commission's entire accounting system and the reliability of its financial data.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U.S.C. 372).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Expenditures Accounting General Correspondence and Subject Files.	
	Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old.
2.	General Accounting Ledgers.	
	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 10 years after the close of the fiscal year involved.
3.	Appropriation Allotment Files.	
	Allotment records showing status of obligations and allotments under each authorized appropriation. (NRC Form 101)	Destroy 10 years after the close of the fiscal year involved.
4.	Expenditure Accounting Posting and Control Files.	
	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.	
	a. Original records.	Destroy when 3 years old.
	b. Copies.	Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 8

Stores, Plant, and Cost Accounting Records

Specialized stores, plant, and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. These records, which essentially reflect the net monetary worth of an agency and its assets, are periodically reconciled with the supply data reflected in stock inventory records, but are not procurement papers.

a. Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to provide information as to the monetary worth of such materials. Custody is established by accomplished copies of material movement documents, and stores accounting information data are normally reviewed and consolidated by means of records and returns submitted to agency headquarters, where the information is used for procurement planning, budget, and other management purposes. These records do not include papers reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary data on plant value is also available in pertinent general ledger accounts.

b. Cost Accounting. These records are designed to accumulate and show data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel, are ultimately posted to the accounts in the agency general ledgers concerned with operating and program costs. Material costs information is collected by posting requisitions for material or procurement documents to intermediate records, and labor cost information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are utilized in evaluating economy of agency operation and in preparing budget estimates.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Plant Accounting Files.	
	Plant account cards and ledgers pertaining to structures.	Not applicable to NRC
2.	Plant, Cost and Stores General Correspondence Files.	
	Correspondence files of units responsible for plant, cost and stores accounting operations.	Destroy when 3 years old.
3.	Stores Invoice Files.	
	Invoices or equivalent papers used for stores accounting purposes.	Destroy when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	Stores Accounting Files.	
	Stores accounting returns and reports.	Destroy when 3 years old.
5.	Stores Accounting Work Papers.	
	Work papers used in accumulating stores accounting data.	Destroy when 2 years old.
6.	Plant Accounting Files.	
	Plant account cards and ledgers, other than those described in item 1.	Destroy 3 years after item is withdrawn from plant account.
7.	Cost Accounting Reports.	
	a. Copies in units receiving reports.	Destroy when 3 years old.
	b. Copies in reporting units, and related work papers.	Destroy when 3 years old.
8.	Cost Report Data Files.	
	Ledgers, forms and machine-records used to accumulate data for use in cost reports.	
	a. Ledgers and forms.	Destroy when 3 years old.
	b. Machine-records.	
	(1) Detail cards.	Destroy when 6 months old.
	(2) Summary cards.	Destroy when 6 months old.
	(3) Tabulations.	Destroy when 1 year old.

GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records pertaining to the movement of goods and persons under Government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Their disposition may be covered by General Records Schedule 6, item 1; General Records Schedule 7, item 4; or items 1 and 3 of this schedule.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The papers related to and normally filed with the bill of lading itself are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other descriptive data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain vouchers under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, papers relating to claims which may ensue, and other pertinent documents.

b. Movement of persons. The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and copies for encumbrance of funds.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Freight Files.	
	Records relating to freight consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.	
	a. Issuing office memorandum copies other than those identified in 1.d.	Destroy when 3 years old.
	b. All other copies.	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Registers and control records.	Destroy when 3 years old.
	d. Records on international shipments of household goods moved by freight forwarders.	Destroy 6 years after the period of the account.
2.	Lost or Damaged Shipments Files.	
	Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 years old.
3.	Passenger Transportation Files.	
	Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers.	
	a. Issuing office memorandum copy.	Destroy when 3 years old.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Unused ticket redemption forms, such as SF 1170.	Destroy when no longer needed for administrative use.
4.	Passenger Reimbursement Files.	
	Records relating to reimbursing individuals, such as travel orders. per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.	
	a. Travel administrative office files.	Destroy when 3 years old.
	b. Obligation copies.	Destroy when funds are obligated.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	General Travel and Transportation Files.	
	a. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Destroy when 2 years old.
	b. Accountability records	Destroy 1 year after all entries are cleared.

GENERAL RECORDS SCHEDULE 10

Motor Vehicle Maintenance and Operation Records

These records pertain to the management, maintenance, and operation of motor vehicles used by within the NRC.

Personal Property Management Regulation No. 24 prescribes policies and procedures. Standard Form No. 82, which is an annual motor vehicle report required by the Federal Supply Service, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers agency records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Federal Supply Service (Standard Form No. 82, Annual Motor Vehicle Report); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers, and claims correspondence and forms.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Motor Vehicle Correspondence Files.	
	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	Destroy when 2 years old.
2.	Motor Vehicle Operating and Maintenance Files.	
	a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.	Destroy when 3 months old.
	b. Maintenance records, including those relating to service and repair.	Destroy when 1 year old.
3.	Motor Vehicle Cost Files.	
	Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	Motor Vehicle Report Files.	
	Reports on motor vehicles (other than accident, operating and maintenance reports).	Destroy 3 years after date of report.
5.	Motor Vehicle Accidents Files.	
	Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed.
6.	Motor Vehicle Release Files.	
	Records relating to transfer, sale, donation or exchange of vehicles.	Destroy 4 years after vehicle leaves Commission custody.
7.	Motor Vehicle Operation.	
	Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employee or 3 years after recision of authorization to operate Government-owned vehicle, whichever is sooner.

GENERAL RECORDS SCHEDULE 11

Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in the NRC, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (or equivalent agency with similar Government-wide responsibilities) as directed by law and by regulation (60 Stat. 257 and GSA Real Property Management Regulation No. 3); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officer's accounts (Schedule 6); (b) records of procurement and supply (Schedule 3).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Space and Maintenance General Correspondence Files.	
	Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Destroy when 2 years old.
2.	Agency Space Files.	
	Records relating to the allocation, utilization, and release of space under agency control, and related reports to General Services Administration.	
	a. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.
	b. Correspondence with and reports to staff agencies relating to the NRC space holdings and requirements.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(1) Agency records to General Services Administration regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia", and related papers.	Destroy when 2 years old.
	(2) Copies in subordinate reporting units and related work papers.	Destroy when 1 year old.
3.	Directory Service Files.	
	Correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.
4.	Credentials Files.	
	Identification credentials and related papers.	
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.
	b. Receipts, indices, listings and accountable records.	Destroy after all listed credentials are accounted for.
5.	Building and Equipment Service Files.	
	Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work performed or requisition cancelled.

GENERAL RECORDS SCHEDULE 12

Communications Records

The principal records documenting communication functions include messenger service data, telecommunications service control and operational records; summary of long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; Commission copies of penalty mail reports; and records relating to private delivery services (such as United Parcel Service).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Messenger Service Files.	
	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old.
2.	Communication Correspondence, Reports, and Reference Files.	
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.
	d. Telecommunications reference voucher files.	
	(1) Reference copies of vouchers, bills, invoices, and related records.	Destroy when 1 fiscal year old.
	(2) Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit or when 3 years old, whichever is sooner.
	e. Copies of agreements with background data and other records relating to agreements for telecommunications services.	Destroy 2 years after expiration or cancellation of agreement.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Telecommunications Operational Files.	
	a. Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old.
	b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message.	Destroy when 2 months old.
	c. Machine copies (hard copies), discs, and tapes of outgoing messages.	Destroy after transmission.
4.	Telephone Summaries.	
	Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.	Destroy after the close of the fiscal year in which audited.
5.	Postal Records.	
	Post Office forms and supporting papers, exclusive of records held by the United States Postal Service.	
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.
	b. Application for postal registration and certificates of declared value of matter subject to postal surcharge.	Destroy when 1 year old.
	c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	Destroy when 1 year old.
6.	Mail and Delivery Service Control Files.	
	a. Records of receipt and routing of incoming and outgoing mail	Destroy when 1 year old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	and items handled by private delivery companies such as United Parcel Service, excluding both those covered by item 5 and those used as indexes to correspondence files.	
	b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old.
	c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.
	d. Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.
	e. Records relating to checks, cash, stamps, money orders or any other valuables remitted to the Commission by mail.	Destroy when 1 year old.
	f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.
	g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
	h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.
7.	Penalty Mail Report Files.	
	Official penalty mail reports and all related papers.	Destroy when 6 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	Postal Irregularities File.	
	Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

This schedule provides for the retention or disposal of all copies, wherever located in the NRC, or records relating to printing, binding, duplicating, and distribution. The principal records documenting these functions are: (a) Records pertaining to requests for service, control, production and distribution of individual jobs or projects (this material normally consists of requisitions, requesting service and registers or similar media utilized to control the receipt of the requisitions, and to record the production, distribution and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, and duplication and distribution matters within the NRC.

This schedule does not cover (a) records retained for onsite audit by the General Accounting Office, and memorandum copies which are part of the accountable officers' accounts (Schedule 6).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Publications Files.	
	a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar material. (This item does not cover copies and related program material retained in originating office.)	Not applicable to NRC.
	b. All other copies.	Destroy when superseded, obsolete or no longer needed.
2.	Administrative Correspondence Files.	
	Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication and distribution matters, and related papers.	Destroy when 2 years old.
3.	Project Files.	
	Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the NRC.	Destroy 1 year after completion of job.
	b. Files pertaining to planning and other technical matters.	Destroy when 3 years old.
4.	Control Files.	
	Control registers pertaining to requisitions and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.
5.	Mailing Lists.	
	a. Correspondence, request forms and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.
	b. Card lists.	Destroy individual cards when cancelled or revised.
	c. Plate or stencil mailing lists.	Destroy plates or stencils when cancelled or revised.
6.	JCP Reports Files.	
	Reports to Congress and related records.	
	a. NRC reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Destroy when 3 years old.
	b. Copies in subordinate reporting units and related work papers.	Destroy 1 year after date of report.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
7.	Internal Management Files.	
	Records relating to internal management and operation of the unit.	Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 14

Informational Services Records

This schedule covers certain records pertaining to informational services performed by NRC Offices in their day-to-day affairs and in their relations with the public; including reports created in administering Freedom of Information Act and Privacy Act programs. Except as otherwise specified in individual items, it applies to copies of these records wherever located in the agency. Items 2 and 6 apply only to files maintained in the office responsible for the operation of the informational activities of the agency or subdivision thereof. Items 16 through 20 describe the files accumulated in carrying out the provisions of the Freedom of Information Act, and items 25 through 30 describe the files created in administering the provisions of the Privacy Act.

These records consist of inquiries, replies, and related correspondence; and in the case of FOIA and Privacy Act files, reports and appeal case files; and administrative background material for formal informational releases. Closely related records such as certain records relating to budget presentation, and printing, duplicating and distribution are covered by other general records schedules.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Information Files.	
	Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto.	See NRCS I, Part 5, Item 7 for authorized disposition.
2.	Information Subject Files.	See NRCS I, Part 2, Item 1 for authorized disposition.
3.	Information Requests Files.	
	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs and other informational literature.	Destroy 3 months after transmittal or reply.
4.	Acknowledgement Files.	
	Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgement and referral.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	Press Service Files.	
	Press service teletype news and similar materials.	Destroy when 3 months old.
6.	Information Project Files.	
	Informational services project case files maintained in formally designated informational offices.	Destroy 1 year after close of file or 1 year after completion of project.
7.	Commendation/Complaint Correspondence Files.	
	Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	Destroy when 3 months old.
8.	Indexes and Check Lists.	
	Bibliographies, check lists, and indexes of agency publications and releases, except those used as indexes to formal informational releases (see item 1).	Destroy when superseded or obsolete.
9 through 15	Reserved.	
16.	Freedom of Information Act (FOIA) Requests Files.	
	Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay Commission reproduction fees.	
	(a) Request <u>not</u> appealed.	Destroy 2 years after date of reply.
	(b) Request appealed	Destroy as authorized under item 17.
	(3) Denying access to all or part of the records requested.	
	(a) Request <u>not</u> appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under item 17.
	b. Official file copy of requested records.	Dispose of in accordance with approved NRC disposition instruction for the related records, or with the related FOIA request, whichever is later.
17.	<u>FOIA Appeals Files</u>. Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Official file copy of records under appeal.	Dispose of in accordance with approved NRC disposition instructions for the related record, or with the related FOIA requests, whichever is later.
18.	FOIA Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.	
	a. Registers or listing.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action or after final adjudication by courts, whichever is later.
19.	FOIA Reports Files. Recurring reports and one-time information requirements relating to the NRC implementation of the Freedom of Information Act, including annual reports to the Congress.	
	a. Annual reports	Permanent. Offer to NARS with related records approved for permanent retention in NRC records control schedule or when 15 years old, whichever is sooner.
	b. Other reports.	Destroy when 2 years old or sooner if no longer needed for administrative use.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
20.	FOIA Administrative Files.	
	Records relating to the general NRC's implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.
21 through 24.	Reserved.	
25.	Privacy Act Requests Files.	
	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay Commission reproduction fees.	
	(a) Requests not appealed.	Destroy 2 years after date of reply.
	(b) Requests appealed.	Destroy as authorized under item 26.
	(3) Denying access to all or part of the records requested.	
	(a) Requests not appealed.	Destroy 5 years after date of reply.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(b) Requests appealed.	Destroy as authorized under item 26.
	b. Official file copy of requested records.	Dispose of in accordance with approved NRC disposition instructions for the related records, or with the related Privacy Act request, whichever is later.
26.	Privacy Act Amendment Case Files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of the Commission's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the Individual against the NRC as provided under 5 U.S.C. 552a(g).	
	a. Requests to amend agreed to by NRC. Includes individual's requests to amend and/or review refusal to amend, copies of NRC's replies thereto, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after NRC's agreement to amend, whichever is later.
	b. Requests to amend refused by the NRC. Includes individual's requests to amend and to review refusal to amend, copies of NRC's replies thereto, statement of disagreement, NRC's justification for refusal to amend a record, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by NRC; or 3 years after final adjudication by courts, whichever is later.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by the NRC to amend a record.	Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.
27.	Privacy Act Accounting of Disclosure Files.	
	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.
28.	Privacy Act Control Files.	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.	
	a. Registers or listings.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action by the NRC or final adjudication by courts, whichever is later.
29.	Privacy Act Reports Files.	
	Recurring reports and one-time information requirement relating to NRC's implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Annual reports	Permanent. Offer to NARS with related NRC records approved for permanent retention in NRC's records control schedule or when 15 years old, whichever is sooner.
	b. Other reports.	Destroy when 2 years old.
30.	Privacy Act General Administrative Files.	
	Records relating to the NRC's implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.

GENERAL RECORDS SCHEDULE 15

Housing Records

(Not applicable to NRC)

GENERAL RECORDS SCHEDULE 16

Administrative Management Records

This schedule provides for the retention or disposal of certain records relating to administrative management activities in the NRC. These activities involve the direction and control of those staff and management improvement programs not under line personnel directing and controlling substantive operations and programs. They exclude records of operating personnel, budget, accounting, and printing functions, which are covered by other General Records Schedules, but include records of related specialized procedural and management staffs. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development and simplification of procedures, records management activities, and administration of management improvement programs. General Records Schedule 1 (items 12 and 13) provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files pertaining to a management program in a well defined area such as reports management, consist primarily of detailed case files on each form or report and for a limited period of time are of administrative importance. Files of programs covering broader and more diverse fields, such as organizational planning studies, normally consist largely of project files, which are established for each separate problem assigned for investigation; the resulting case file is usually of continuing value in documenting the history of how the agency conducted its business. In either event there is a residue of ephemeral materials. These may include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letters or memoranda of transmittal and acknowledgement, routing slips, and extra copies of documents.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Directive Case Files.	
	Internal directives.	
	a. Record copy with supporting case file, if any, documenting important aspects of the development of the issuance.	See NRCS I, Part 5, Item 4 for authorized disposition.
	b. Working papers and background material.	See item 10 of this schedule.
2.	Publications.	
	Pamphlets, reports, leaflets, file manuals, or other published or	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	processed documents, or the last manuscript report if not published, relating to management projects.	
	a. Record copy with the supporting papers which document the inception, scope and purpose of the project.	See NRCS I, Part 5, Item 9 for authorized disposition.
	b. Working papers and background materials.	See item 10 of this schedule.
3.	Records Disposition Files.	
	Descriptive inventories, disposal authorizations, schedules and reports.	
	a. Basic documentation of records description and disposition programs, including Standard Form 115, Request for Records Disposition Authority; Standard Form 135, Records Transmittal and Receipt and related documentation.	See NRCS I, Part 1, Item 1 for authorized disposition.
	b. Extra copies and routine correspondence and memoranda.	Destroy when no longer needed for reference.
	c. Working papers and background material.	See item 10 of this schedule.
4.	Forms Files.	
	a. One record copy of each form with related instructions and documentation showing inception, scope, and purpose of the form.	See NRCS I, Part 5, Item 5 for authorized disposition.
	b. Working papers, background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.
5.	Management Improvement Reports.	
	Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.	Not applicable to NRC.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	Records Holdings Files.	
	Statistical reports of agency records holdings required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	Destroy when 3 years old.
7.	Project Control Files.	
	Memoranda, reports and other records documenting assignments, progress and completion of projects.	Destroy 1 year after the year in which the project is closed.
8.	Reports Control Files.	
	Case files maintained for each NRC report created, cancelled or superseded.	Destroy 2 years after the report is discontinued.
9.	Superseded by item 4b of this schedule.	
10.	Working Papers.	
	Project background records such as studies, analyses, notes, drafts, and interim reports.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.
11.	Records Management Files.	
	Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the managment of records in the Commission. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.	Destroy when 6 years old.
12.	Committee and Conference Records.	See NRCS I, Part 5, Item 3 for authorized disposition.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
13.	Organizational Records.	
	Official organizational charts, narrative histories, and related records which document the organization of functions of the Commission	
	a. Record copy	See NRCS I, Part 5, Item 8 for authorized disposition.
	b. All other copies	Destroy when superseded or obsolete.

GENERAL RECORDS SCHEDULE 17

Cartographic, Remote Sensing Imagery, and Related Records

(See Part 6 of NRCS I)

GENERAL RECORDS SCHEDULE 18

Security and Protective Services Records

(Also see NRCS I, Part 4)

Security and protective services records include the various files created by agencies to control and protect classified information; to protect Government facilities from unauthorized entry, sabotage, or loss; to insure the adequacy of protective measures at privately owned plants given security cognizance by the Government; to determine loyalty and fitness of individuals employed by, or seeking employment from the Government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are files of offices having Government-wide or agency-wide responsibilities for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters.

This schedule authorizes for disposal records documenting administrative actions relating to the above functions. Records documenting Government-wide or agency-wide security and protective services planning and programming, reflecting basic overall policies and determinations (Item 1), are not authorized for disposal by this schedule. (See NRCS I, Part 5, Item 10)

Security and Protective Services Program Records

Records accumulated by the Division of Security Office of Administration. They relate to classified information accounting and control, facilities security and protective services, personnel security clearance, and emergency planning.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	Security Policy Files.	
	Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.	See NRCS I, Part 5, Item 10 for authorized disposition.

Classified Information Accounting and Control Records

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive Order 10501, other Executive Orders, or statutory or regulatory requirements.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	Classified Documents Administrative Correspondence Files.	
	Correspondence files pertaining to the administration of security	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	classification, control and accounting for classified documents, not covered in Item 1 or elsewhere in this schedule.	
3.	Document Receipt Files.	
	Classified documents receipts, relating to the receipt and issue of classified documents.	Destroy when 2 years old.
4.	Destruction Certificates.	
	Classified documents destruction certificates relating to the destruction of classifed documents.	Destroy when 2 years old.
5.	Classified Document Inventory Files.	
	Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Destroy when 2 years old.
6.	Top Secret Accounting and Control Files.	
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.
	b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	Destroy when related document is downgraded, transferred, or destroyed.
7.	Access Request Files.	
	Request and authorization for individuals to have access to classified files.	Destroy 2 years after authorization expires.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	Classified Document Container Security Files.	
	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn-in of containers.

Facilities Security and Protective Services Records

Records relating to measures taken for the protection of Government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.

9.	Security and Protective Services Administrative Correspondence Files.	
	Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered by Item 1 or elsewhere in this schedule.	Destroy when 2 years old.
10.	Survey and Inspection Files. (Government-owned facilities)	
	Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.
11.	Survey and Inspection Files. (Privately owned facilities)	
	Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related papers.	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.
12.	Investigative Files.	
	Investigative files accumulating from investigations of fires,	Destroy when 2 year old.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	
13.	Property Pass Files.	
	Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.
14.	Guard Assignment Files.	
	Files relating to guard assignments and strength.	
	a. Ledger records.	Destroy 3 years after final entry.
	b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Destroy when 2 years old.
15.	Police Functions Files.	
	Files relating to exercise of police functions.	
	a. Ledger records of arrest, cars ticketed, and outside police contracts.	Destroy 3 years after final entry.
	b. Reports, statements of witnesses, warning notices, and other case papers relating to arrest, commitments, and traffic violations.	Destroy when 2 years old.
	c. Reports on contact of outside police with building occupants.	Destroy when 1 year old.
16.	Personal Property Accountability Files.	
	Files relating to accountability for personal property lost or stolen.	

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Ledger files.	Destroy 3 years after final entry.
	b. Reports, loss statements, receipts and other papers relating to lost and found articles.	Destroy when 1 year old.
17.	Key Accountability Files.	
	Files relating to accountability for keys issued.	For areas under maximum security, destroy 3 years after turn-in of key. For other areas, destroy 6 months after turn-in of key.
18.	Visitor Control Records.	
	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	For areas under maximum security, destroy 5 years after final entry or 5 years after date of document, as appropriate, for other areas, destroy 2 years after final entry or 2 years after date of document, as appropriate.
19.	Facilities Checks Files.	
	Files relating to periodic guard force facility checks.	
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of Commission security offices covered by Item 25 of this schedule).	Destroy when 1 year old.
	b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in the files defined in Item 25 of this schedule.	Destroy when 1 month old.
20.	Guard Service Control Files.	
	a. Control center key or code records, emergency call cards,	Destroy when superseded or obsolete.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	and building record and employee identification cards.	
	b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.	Destroy when 1 year old.
	c. Automatic machine patrol charts and registers of patrol and alarm services.	Destroy when 1 year old.
	d. Arms distribution sheets, charge records, and receipts.	Destroy 3 months after return of arms.
21.	Logs and Registers.	
	Guard logs and registers not covered elsewhere in this schedule.	
	a. Central guard office master logs.	Destroy 2 years after final entry.
	b. Individual guard post logs of occurrences entered in master logs.	Destroy 1 year after final entry.

Personnel Security Clearance Records

Records accumulating from investigations of personnel conducted under Executive Order 10450, other Executive Orders, or statutory or regulatory requirements.

22.	Security Clearance.	
	Administrative Subject Files.	
	Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered by item 1 or elsewhere in this schedule.	Destroy when 2 years old.
23.	Personnel Security Clearance Files.	
	Personnel security clearance case files and related indexes maintained by the personnel security office.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	a. Case Files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for the Commission under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.
	b. Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.	Destroy in accordance with the investigating agency instructions.
	c. Index to the Personnel Security Case File.	Destroy with related case file.
24.	Personnel Security Clearance Status Files.	
	Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.
25.	Non-Felonious Security Violation Files.	
	Case Files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders.	Destroy 2 years after completion of final corrective or disciplinary action.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
26.	Felonious Security Violation Files.	
	Case files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies.	See NRCS I, Part 5, Item 11 for authorized disposition.

Emergency Planning Records

Records accumulating from the formulation and implementation of plans (such as evacuation plans) for protection of life and property during emergency conditions.

27.	Emergency Planning Administrative Correspondence Files.	
	Correspondence files relating to administration and operation of the emergency planning program, not covered by item 1 or elsewhere in this schedule.	Destroy when 2 years old.
28.	Emergency Planning Case Files.	See NRCS I, Part 4, Item 7 for authorized disposition.
29.	Emergency Directives Reference Files.	
	Copies of plans and directives, other than those maintained in case files described in item 28 above.	Destroy when superseded or obsolete.
30.	Emergency Planning Reports.	See NRCS I, Part 4, Item 7 for authorized disposition.
31.	Emergency Operations Tests Files.	
	Papers accumulating from tests conducted under emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests by communications and facilities, and retained copies of reports.	Destroy when 3 years old.

Research and Development Records
(See Part 8 of NRCS IV)

Since research is an important program of NRC, disposition instruction for records accumulated in this functional area are contained in Part 8 of NRCS 4. The record series described in that schedule include all research records created or received by NRC in the performance of its licensing and related regulatory functions.

GENERAL RECORDS SCHEDULE 20

Machine-Readable Records
(See Part 7 of NRCS I)

GENERAL RECORDS SCHEDULE 21

Audiovisual Records
(See Part 8 of NRCS I)

GENERAL RECORDS SCHEDULE 22

Design and Construction Drawings and Related Records

(Not Applicable to NRC)

BEST DOCUMENT AVAILABLE

NRC FORM 335 (7 77) U.S. NUCLEAR REGULATORY COMMISSION

BIBLIOGRAPHIC DATA SHEET

1 REPORT NUMBER (Assigned by DDC)
NUREG-0910

4 TITLE AND SUBTITLE (Add Volume No., if appropriate)
NRC Comprehensive Records Disposition Schedule

2 (Leave blank)

3 RECIPIENT'S ACCESSION NO

7 AUTHOR(S)

5 DATE REPORT COMPLETED
MONTH: April YEAR: 1982

9 PERFORMING ORGANIZATION NAME AND MAILING ADDRESS (Include Zip Code)
Division of Technical Information and Document Control
Office of Administration
U.S. Nuclear Regulatory Commission
Washington, DC 20555

DATE REPORT ISSUED
MONTH: July YEAR: 1982

6 (Leave blank)

8 (Leave blank)

12 SPONSORING ORGANIZATION NAME AND MAILING ADDRESS (Include Zip Code)
Same as 9, above.

10 PROJECT/TASK/WORK UNIT NO

11 CONTRACT NO

13 TYPE OF REPORT
NRC Official Records Disposition Schedules

PERIOD COVERED (Inclusive dates)
N/A

15 SUPPLEMENTARY NOTES

14 (Leave blank)

16 ABSTRACT (200 words or less)

In compliance with statutory requirements set forth in Title 44 U.S. Code, "Public Printing and Documents," and in the applicable regulations cited in Title 41 Code of Federal Regulations, "Public Contracts and Property Management," Chapter 101, Subchapter B, "Archives and Records," the U.S. Nuclear Regulatory Commission submitted to the General Services Administration, National Archives and Records Services, and to the Comptroller General a schedule (commonly referred to as a disposition or retention schedule) proposing the appropriate duration of retention and the final disposition for records created or maintained by the NRC.

17 KEY WORDS AND DOCUMENT ANALYSIS

17a DESCRIPTORS

17b IDENTIFIERS/OPEN-ENDED TERMS

18 AVAILABILITY STATEMENT
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19 SECURITY CLASS (This report)
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